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ABSTRACT

Developed for members of the Virginia Community Colleges Association (VCCA), this handbook provides information on various aspects of the association's organization, activities, policies, and services. The handbook contains the association's 1988-89 annual report, which highlights activities related to professional development, member communications, linkages with other groups, conclusions and recommendations regarding the VCCA's organizational structure, and long-range planning. In addition, the handbook reviews the VCCA's goals for 1989-90, including efforts to increase communication, strengthen networks, and support united efforts to strengthen the Virginia Community College System (VCCS) and the State Board of Community Colleges. Efforts during the year will focus on the incorporation of the VCCA, financial and resource development, publications enhancement, revision of the constitution as needed, and utilization of management services. Additional sections of the handbook contain information on: organizational development plans and activities; 1989-90's working calendar; the duties and responsibilities of the VCCA's officers, committees, and commissions; the constitution and bylaws of the VCCA; becoming a member of the association; electronic mail options; the association's newsletter and publications; the Virginia Community College System's (VCCS's) professional development grant proposals; VCCA's annual convention; and member services. Eight appendices include: membership information; grant guidelines; membership services preference survey; and newsletter information. (WJT)

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Virginia Community Colleges Association

Leadership Handbook©

JC 900 165

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Cheryl Wax Creager, Ed.D.

President 1989-90

Virginia Community Colleges Association

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ACKNOWLEDGEMENTS

The 1990 VCCA Leadership Handbook would not have been possible without the combined effort of your current VCCA Executive Committee.

During the past seven years, prior VCCA Executive Committee officers have worked diligently to develop the Constitution and Bylaws, organization chart, and the duties and responsibilities document. These dedicated leaders did much of the day-to-day planning and development that made this handbook possible.

Others not on the Executive Committee have contributed their time and expertise in many essential areas that have brought us to where we are in 1990. All may not be mentioned here, but our thanks are extended to them most sincerely.

On behalf of the Association membership, thank you to:

VCCA Executive Committee 1989-90

Pam Turner, Immediate Past President, TNCC

Don Hayes, President Elect/Convention Chair, NVCC-L

Sylvia Dye, Secretary, SwVCC

Neil Murphy, Treasurer, VHCC

Barbara Wyles, Former Member-at-Large 5001+, NVCC/PVCC

Tom Kellen, Member-at-Large 2001-5000, TNCC

Barbara Tomney, Member-at-Large 1001-2000, LFCC

Chris Smith, Member-at-Large 1-1000, PDCCC

Rebecca Farrow, Parliamentarian, JTCC

Glenda Wilkerson Lowery, Publications Coordinator, RCC

Tim Lightfield, Chair-VCCA Organizational Development Task Force, JSRCC

Jim Geiger, Past President and Chair, Nominating Committee 1990, VHCC

Others without whose help it could not have been done:

Jeff Hockaday, VCCS Chancellor

Betty Walker, Secretary to the Chancellor

VCCA Commission Chairs, Officers, and Committee Chairs

VCCA College/Campus Contacts

Dick Harrington, PVCC, First VCCA President 1983

Larry Koonts, VCCS Vice Chancellor for Data Services

Dick Medell, VCCS Information Center Manager

George Pass, President, Tidewater Community College

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Ruth Wightman, TNCC Counseling Center

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Frank Casey, Executive Director, Florida Association of Community Colleges

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INTRODUCTION

GENERAL INFORMATION AND SUGGESTED GUIDELINES

INTRODUCTION

The VCCA Leadership Handbook has been prepared to provide a resource document that contains information that you will need during the year.

The VCCA Leadership Handbook contains information on goals, organizational development plans and activities, duties and responsibilities, working calendar, Constitution and Bylaws, membership, VCCS professional development grant proposals, annual convention, publications, PROFS, and member services. It also contains a partial directory listing. The full directory will be printed and distributed separately.

In the past, if your office is like mine, much of the information in this handbook has been scattered about in various file folders and desk drawers! For those who have taken over from others in various VCCA positions, you may have experienced the frustration of having tried to determine "where to begin" and "what has gone on" before you accepted the responsibility of the position.

Not everyone is fortunate to have had an organized VCCA President like Pam Turner to hand over orderly boxes of file folders. So, those who have contributed to this handbook hope that you will find it helpful in your work on behalf of the Association and its 2,500+ members.

It is your volunteer work and dedication to the success of the VCCA that makes it such a fine organization.

Cheryl W. Creager
VCCA President 1989-90
Tidewater Community College
Chesapeake Campus

Duties and Responsibilities

Within the handbook is a section on duties and responsibilities of Executive Committee officers, Commission chairs and officers, Contacts, and others who work on behalf of the Association.

Please review this section for the position that you hold in the VCCA. Additions to this document will be made to describe the various committees of the Association and a final copy will be available at the 1990 annual convention.

VCCA Organization Chart

The organization chart of the Association has been included so that it is apparent that the Assembly of Delegates is the body to which the VCCA officers and commissions report. The voting delegates which make up the Assembly of Delegates ultimately direct the work of the Association. These delegates are elected by the Association members. It is the membership of the VCCA that entrusts us all with the work of the Association and to whom we must respond.

In order to maintain a coordinated and informed organization and to ensure that those in leadership positions are aware of the many activities of the Commissions and Contacts, please review the organization chart. By working through each Commission and Contact in coordination with the elected VCCA Executive Committee, the Association will present a unified image to its public.

Effective communication between and among the leadership groups is essential to the success of the VCCA. With PROFS, facsimile equipment, mail, and Scats lines available for our use through the support of the VCCS, we have every opportunity to keep each other informed of needs, issues, and activities.

Legislative Action Commission

The Legislative Action Commission of the VCCA is charged with the responsibility of coordinating legislative affairs for the Association.

Each individual member, contact, commission officer, and VCCA Executive Committee member is encouraged to present issues and needs to the Legislative Action Commission.

VCCA Stationery and Publications

This year the Association stationery was reprinted to reflect changes in VCCS college campuses. Letterhead, envelopes and mailing labels are available.

Other publications are planned that will help to enhance the image of the Association with the membership and the public. The handbook includes a list of planned publications.

VCCA stationery should be used only for general Association business communications. When using VCCA stationery with the business community, please be aware that Association funds may not be committed in any implied contractual agreements without the prior approval of the VCCA Executive Committee.

Legislative correspondence is facilitated by and through the Legislative Action Commission as representatives of the VCCA and coordinated through the VCCA Executive Committee. Any individual is encouraged to write his or her legislator on a particular issue using personal stationery.

Contractual Agreements

The VCCA Executive Committee, as described in the Constitution and Bylaws, has the fiduciary responsibility for the business affairs of the Association. The VCCA Treasurer carries out the financial duties of the Association as described in the VCCA Constitution and Bylaws.

Only the VCCA Executive Committee may enter into a contractual agreement that obligates the funds of the Association. Such activities include, but are not limited to, annual convention and meeting arrangements, professional development grant activities, purchasing supplies, printing orders, engaging speakers, and arranging to pay travel expenses for speakers or guests.

The VCCA Executive Committee authorizes the VCCA Treasurer to pay approved bills of the Association. Only through the cooperation of each VCCA member may we responsibly manage the Association's funds.

Your cooperation in helping to conduct VCCA business affairs in a proper manner will be appreciated.

VCCA GOALS

1989 - 1990

VIRGINIA COMMUNITY COLLEGES ASSOCIATION GOALS

1989-90

The VCCA Executive Committee proposed the following goals and unanimously voted to adopt them for the 1989-90 year.

---

1. The Virginia Community Colleges Association will strive to increase communication, develop partnerships, strengthen networking relationships, and support a united affiliation of efforts to the benefit of all aspects of the Virginia Community College System and the State Board of Community Colleges, thus incorporating appropriate initiatives for the 1990-92 biennium in support of the VCCS Legislative Plan.

2. The Association will proceed with the organizational development plan described in the 1989 Annual Report to the Membership and approved in its entirety by the Assembly of Delegates at the 1989 VCCA Convention. Areas of focus will include, but are not limited to:

   Incorporation of the Association
   Finance and resource development
   Publications enhancement
   Constitutional revision as appropriate
   Utilization of management services

3. Efforts will continue to network with other state and national associations to the benefit of the Virginia Community Colleges Association.

4. The Association will continue to work cooperatively and closely with the Virginia Community College System Chancellor and the State Board for Community Colleges to enhance opportunities for professional development for all constituencies within the VCCA and the VCCS.

ANNUAL REPORT TO THE MEMBERSHIP

1989 CONVENTION

ANNUAL REPORT TO THE MEMBERSHIP

1989 Annual Convention

The VCCA Assembly of Delegates to the 1989 VCCA annual convention unanimously approved the following annual report submitted for acceptance by the 1988-89 VCCA Executive Committee, Pamela D. Turner (TNCC), VCCA President 1988-89.

Within this report were recommendations for endorsement by the Assembly of Delegates to enable the Association to move forward with its organizational development plan.

The 1989-90 VCCA goals incorporate these recommendations as approved by the Assembly of Delegates.

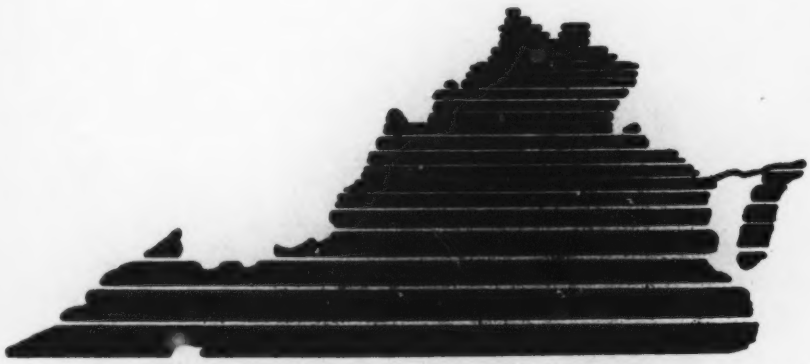
1. Establish a series of ad hoc committees to recommend the strategic direction of the VCCA "Toward the Year 2000" and

2. Enter into a limited contract with an appropriate full-service association management firm to support Association growth and development.

Please review the 1989 Annual Report so that you will be aware of the direction that the VCCA is taking to meet the challenges of the 1990's and beyond. Your support of this plan is critical to the future of the Association.

Merging Access With Excellence

VIRGINIA COMMUNITY COLLEGES ASSOCIATION



VCCA Officers and Executive Committee
1989-90

President ..... Pamela D. Turner
Thomas Nelson Comunity College

President Elect ..... Cheryl W. Creager
Tidewater Community College

Secretary ..... Becky Bradley Farrow
John Tyler Community College

Treasurer ..... Hampton Mitchell
Virginia Community College System Office

Member - at - Large ..... Christopher Smith
1,000 or Fewer FTES — Paul D. Camp Community College

Member - at - Large ..... Leonard Nance
1,001 to 2,000 FTES — Piedmont Virginia Community College

Member - at - Large ..... Sylvia Dye
2,001 to 5,000 FTES — Southwest Virginia Community College

Member - at - Large ..... Don Hayes
5,001 or More FTES — Northern Virginia Community College

Publications Coordinator ..... Glenda Wilkerson Lowery
Rappabannock Community College

Parliamentarian ..... E. Timothy Lightfield
J. Sargeant Reynolds Community College

VCCA Presidents
1983 - 1989

1983 ..... Richard Harrington
Piedmont Virginia Community College

1983-84 ..... Carrole Wolin-DeLuca
Blue Ridge Community College

1984-85 ..... Jim R. McClellan
Northern Virginia Community College

1985-86 ..... Jim E. Geiger
Virginia Highlands Community College

1986-87 ..... H. Brady Surles
Southwest Virginia Community College

1987-88 ..... Lee Kelly
Central Virginia Community College

1988-89 ..... Pamela D. Turner
Thomas Nelson Community College

"TOGETHER . . . WE BUILD THE FUTURE"

Virginia Community Colleges Association

Annual Report to the Membership

INTRODUCTION

Since its inception in 1983, the Virginia Community Colleges Association has been guided by a group of very dedicated individuals who have served as executive officers, commission officers and members, contact persons, voting delegates, committee officers and members, and local chapter officers. As the Association has matured over the past six years, the demands placed on the individuals serving the VCCA have increased considerably to meet the expectations of the membership and the duties that their various offices have imposed.

All services provided by VCCA officers, commission chairs, contacts, and committee chairs have been given pro bono to the Association. The all volunteer service to the Association has been one of its strengths as well as one of its weaknesses.

An obvious strength has been the dedication of its leadership to work extra hours to keep the cost of managing the Association to a minimum. An obvious weakness has been the lack of time that the officers and others in leadership positions have to devote to managing a professional association, given the paid responsibilities they are required to meet at their respective colleges and offices.

In surveying the levels of service which other professional associations offer to their members, we find that there are commonly four basic levels of service:

1. Professional development activities
2. Legislative participation
3. Information and communication
4. Member benefits

Of the four basic services, the VCCA has been able to offer outstanding professional development opportunities, especially due to member participation in developing and presenting programs. Additionally, exceptional support has been received from the Virginia Community College System through its $25,000 annual grant which is administered by the VCCA.

Professional Development

The VCCS currently provides the VCCA with an annual $25,000 grant for Association professional development activities. Historically, the VCCA has spent $17,000 to $19,000 on project proposals submitted for consideration by VCCA commissions and individual members.

During the 1988-89 fiscal year, twenty projects totaling over $25,000 were funded by the VCCA Executive Committee from the VCCS grant that the Association administers. Project topics included:

Computer assisted instruction
Student retention programs
Coping with change
Management skills
Learning disabilities
Organizational development skills
Self-esteem
Motivation
Instructional techniques for sciences and social services
Internationalizing the curricula
Institutional advancement
China studies
Personal development
Student government

Member Services

VCCA member services prior to 1988 included professional development programs and opportunities for networking. During the 1988-89 membership year, the VCCA Executive Committee developed and negotiated the following member services:

1. Computer-buy discount program

   An IBM agreement for a 40% discount is arranged and more companies are being solicited to participate with the VCCA.

2. Legal services subscription plan

   Through a state-wide network of attorneys which is being finalized, VCCA subscribers will access specified legal services at significant discounts. (The plan will not include employer/employee issues.)

Additional member services are being discussed and explored. The 1989 convention folder contains a Preference List for Member Services survey which asks what other services you may want. A copy of this survey will be included in the November/December post-convention newsletter.

Other services under consideration are group insurance plans, special Visa and MasterCard plans, travel services, resume data base services, job bank referral, and investment programs.

Examining the other categories of service, the Association has a mixed record. Information and communication are enhanced by the VCCA Journal and the VCCA Newsletter. The VCCA Executive Committee explored the PROFS network and coordinated with the VCCS Information Center to augment use of the network to expand communication channels. However, there is much work to be done here.

Member benefits and legislative participation are at best limited. These areas need to be expanded if the VCCA is to become a full-service professional association.

The VCCA Executive Committee has examined the Association in terms of its historical development and has looked at its past and current levels of service. The result is that the Executive Committee has recommended that an intermediate and long-range planning process be initiated to promote the growth of the VCCA.

The objectives of this planning and organizational development process would be to:

1. Promote the growth of the Association
2. Insure that the four basic services are available and worthwhile
3. Engage in planning activities to enhance the Association
4. Develop and implement strategies to meet the Association's needs into the 21st Century

OVERVIEW FOR 1988-89

The 1988-89 VCCA Executive Committee devoted its energies to organizational development, provision of services, and the expansion of VCCA networking and communication. By its sixth year, the VCCA had already established a history, a purpose, an identity, and a presence in the Commonwealth. VCCA members indicated a desire for more service and increased representation in appropriate arenas.

In response to member requests, the 1988-89 focused on the following VCCA projects:

1. Increasing professional development programs and activities
2. Developing member services options
3. Enhancing member communications
4. Expanding VCCA linkages with appropriate groups, individuals, and other state and national associations
5. Examining and clarifying the VCCA organizational structure
6. Establishing a VCCA long-range plan

Member Communication

During the 1988-89 year, the VCCA Executive Committee continued to improve communication with members through the VCCA Newsletter and the VCCA Journal. Meetings with VCCA Commission Chairs and Contacts were held to improve the flow of information and to link the leadership of the Association.

By far, the most significant contribution to the VCCA member communication process was the use of the PROFS network. The VCCA asked Dick Medell, VCCS Information Center Manager, to train VCCA Commission officers and Contacts in the use of the PROFS network.

Mr. Medell provided PROFS identification codes for all potential VCCA users on the network before the workshop at JSRCC. This hands-on training served the Association well and has enhanced communication between and among VCCA members.

Association Linkages and Organizational Structure

VCCA Executive Committee members have attended meetings and have developed projects to establish association linkages. During the 1988-89 year, the VCCA worked with many associations:

American Association of University Professors (AAUP)
American Association of Community and Junior Colleges (AACJC)
Virginia Governmental Employees Association (VGEA)
Virginia Academy of Sciences (VAS)
Virginia Association of Developmental Educators (VADE)
Florida Association of Community Colleges (FACC)

The VCCA networked heavily with FACC to develop an organizational structure and perspective that would serve the VCCA's needs. The end result will be the completion of the Association's long-range planning document.

CONCLUSIONS AND RECOMMENDATIONS

The VCCA Executive Committee proposes the establishment of a series of ad hoc committees to focus on the direction which the VCCA should take through the year 2000 and beyond. Each committee would be charged with a focus on a particular aspect of the VCCA for the future including:

Resource Development

The identification of resources and funding support to enable employment of appropriate staffing and the creation of a sound financial base.

Organization

The identification of the organizational structure appropriate for the VCCA to achieve its ongoing activities and to maintain the desired level of operation and services.

Commissions

The identification and examination of the future role of VCCA Commissions and how each Commission may best respond to the needs of its constituency.

Member Services

The identification and implementation of additional desired member services appropriate to the VCCA.

Support for the VCCS

The identification of ways by which the VCCA can directly serve the system of Virginia's community colleges and its students, faculty, and staff.

Annual Convention

The identification of ongoing needs and services for the annual convention and implementation of approaches to serve those requirements.

Communication

The identification of communication needs of the Association, individual members, and institutional members and methods to enhance the process.

The VCCA Executive Committee proposes that the President be authorized to establish ad hoc committees to address the above referenced areas of concern. These committees would be charged with the responsibility to make full reports to the VCCA Assembly of Delegates and members at the annual convention and to report regularly during the year to the VCCA Executive Committee. At the 1990 annual convention, these committee reports and all suggested changes would be considered by the Assembly of Delegates during the annual business meeting.

As an interim step, the VCCA Executive Committee recommends that the VCCA engage the services of an association management firm under the direction of the VCCA Executive Committee to provide expanded and more comprehensive services in the following areas:

Membership data base for directory and direct mailing services

Administrative services

Communication, public relations, and publications

Convention and meeting planning and implementation

Financial record keeping and reporting under the direction of and for the support of the VCCA Treasurer

Speaker and program resource files

Archives and records maintenance

Computer services

Insurance and member services administration

The implementation and oversight of these services would rest with the VCCA Executive Committee which reports to the Assembly of Delegates.

With the assistance of an association management firm, the VCCA would be in a position to move forward in the areas of expanded member services and could better manage its escalating business responsibilities. Such services would augment the growth and development of the Association.

SUMMARY

The VCCA has grown dramatically in its few years of existence. The all volunteer nature of its management structure has contributed to its growth, but also is contributing to its limitations in services to members.

Compared to other similar associations, the VCCA is in an enviable position to move forward and become an even more viable professional association in Virginia. The Virginia system of community colleges lends itself to volunteer participation and representation from segments of its population. However, resources of volunteer time and expertise are critical to the growth and development of the Association.

The VCCS has dedicated considerable time and resources toward setting strategic direction for the VCCS to meet the challenges of the year 2000. The VCCA needs to meet its expanding responsibilities and to offer its own strategic direction for the future of the Association.

Therefore, the VCCA Executive Committee seeks endorsement from the VCCA Assembly of Delegates and its membership to:

1. Establish a series of ad hoc committees to recommend the strategic direction of the VCCA "Toward the Year 2000" and

2. Enter into a limited contract with an appropriate full-service association management firm to support Association growth and development.

Your favorable consideration of this report and its recommendations is encouraged. "Together . . . we build the future!"

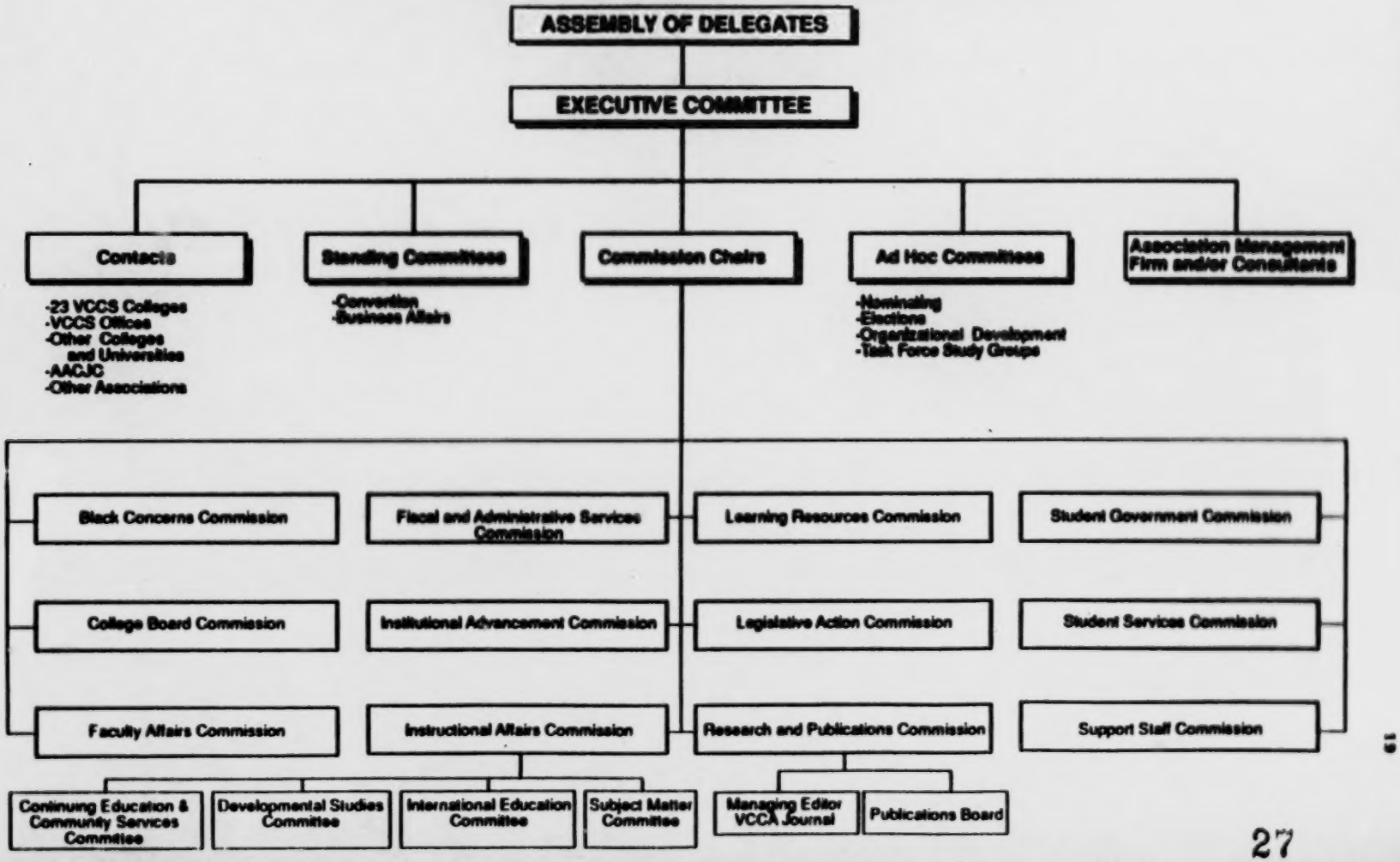
Respectfully submitted,

The 1988-89 VCCA Executive Committee

Pamela D. Turner (TNCC)
President

VCCA ORGANIZATION CHART

VIRGINIA COMMUNITY COLLEGES ASSOCIATION
ORGANIZATIONAL CHART



VCCA DIRECTORY

1989-1990

VCCA DIRECTORY

The VCCA Directory is compiled after the annual convention each year in an attempt to provide a resource for all VCCA members.

We try to print the directory during January, but our speed in doing so depends on the information that we are able to obtain from the Commissions, Contacts, and VCCS Colleges.

The information in the 1989-90 VCCA Directory is as accurate as possible. If you find an error, please contact the VCCA Secretary so that we may make a correction.

Sylvia Dye, VCCA Secretary
Southwest Virginia Community College
P. O. Box SVCC
Richlands, VA 24641

Phone: 703-964-2555
Scats: 676-3864
Fax: 703-964-9307
Profs: SWDYEXS

A directory listing form is included in this section and again in the Appendix to this handbook.

NOTE:

The VCCA Leadership Handbook contains directory listings for the full VCCA Executive Committee and the Commission Chairs, as well as a list of VCCA Contacts by institution.

The full directory will be printed and distributed separately.

VCCA DIRECTORY

1989 - 1990

VCCA Executive Committee

President

Cheryl W. Creager
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Commission Liaison
Institutional Advancement

Immediate Past President

Pamela D. Turner
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President Elect

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Commission Liaison
None - doing convention this year!

Parliamentarian

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Legislative Action

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Chairman, VCCA Organizational Development Task Force 1989-90

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College Staff
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Commission Liaison
Learning Resources

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***Barbara Wyles has taken a Dean's position at PVCC and no longer qualifies to serve as Member at Large 5001+. We will appoint a replacement for her position.**

Member at Large
2001-5000

Tom Kellen
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Commission Liaison
Student Government and Student Services

Member at Large
1001-2000

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Commission Liaison
Fiscal and Administrative Services

Member at Large
1-1000

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Commission Liaison
Black Concerns

Chairman, VCCA Nominating Committee 1989-90

Jim Geiger
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Abingdon, VA 24210

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		676-5484 x237 messages
Regular:	(703)	628-6094
Fax:	(703)	628-7576

OTHERS WE NEED TO BE IN TOUCH WITH DURING THE YEAR:

PROFS
BITNET
ISAAC

Dick Medell
VCCS Information Center Manager
VCCS Data Services
101 North 14th Street
Richmond, VA 23219

PROFS:		SOMEDER
Scats:		225-2048
Fax:	(804)	786-3787

Association Management Services
Convention

Brenda Ferguson, President
Brenden & Associates, Inc.
11011 Trade Road (Suite 205)
Richmond, VA 23236

If Brenda is out, ask for Chris or Eleanor to leave messages or information.
After business hours, telephone has an answering machine for call-back messages.

PROFS:		VCCAOFCE (VCCA mail)
PROFS:		VCCABREN (personal mail)
Phone:	(804)	379-9470
*Fax:	(804)	379-3095

*Use mail unless urgent/deadline. Fax copies received are billed @ $1.50 per page! Help conserve our funds!

PROFS COMMUNICATION for VCCA

To help the Association communicate quickly, we have established the following PROF user i.d.'s with the support and assistance of Dick Medell, Information Center Manager, VCCS Data Services:

VCCA Executive Committee members
Commission Chairs
Contacts

On PROFs you will find other user i.d.'s including:

VCCAMEET (Association meeting calendar)
VCCAOFCE (Association convention office in Richmond)

To allow us to distribute profs notes to all groups simultaneously, there are three distribution lists. If you have need to use these lists, phone Cheryl Creager (scats 842-1217) and they will be sent to you on profs by request.

VCCAEXEC (Distribution list for VCCA Executive Committee)
VCCACOMM (Distribution list for VCCA Commission Chairs)
VCCACONT (Distribution list for VCCA Contacts)

Revised: 1/31/90 (CWC)

VCCA COMMISSION CHAIRS

Leon Harris
Black Concerns Commission
Paul D. Camp Comunity College
P.O. Box 737
Franklin, VA 23851
SCATS: 925-2389
FAX: (804) 562-7430
PROFS: PCHARRL

Jack Hundley (Board Member)
College Board Commission
200 Stratford Drive
Colonial Heights, VA 23834
SCATS: 796-4020 (JTCC)

Jean Campbell-Kuhn
Faculty Affairs Commission
Piedmont Virginia Community College
Route 6, Box 1-A
Charlottesville, VA 22901
SCATS: 487-1071
FAX: (804) 296-8395
PROFS: PVCAMPJ

C. Rich McCormick
Fiscal and Administrative Services Commission
Patrick Henry Community College
P.O. Drawer 5311
Martinsville, VA 24115
SCATS: 638-8777
FAX: (703) 638-6469
PROFS: PHMCCOR

Theresa Windham
Institutional Advancement Commission
John Tyler Community College
Chester, VA 23831
SCATS: 796-4053
FAX: (804) 796-4163
PROFS: JTTHERW

Art Dixon
Instructional Affairs Commission
J. Sargeant Reynolds Community College
1651 Parham Road
Richmond, VA 23241
SCATS: 371-3264
FAX: (804) 371-3386
PROFS: SRDIXOA

Tom Wilkinson
Learning Resources Commission
New River Community College
Drawer 1127
Dublin, VA 24084
SCATS: 791-3625
FAX: (703) 674-3642
PROFS: NRWILKT

Patsy Joyner
Legislative Action Commission
Paul D. Camp Community College
P.O. Box 737
Franklin, VA 23851
SCATS: 925-2389
FAX: (804) 562-7430
PROFS: PCJOYNP

Celeste Sichenze
Research & Publications Commission
Northern Virginia Community College
8333 Little River Turnpike
Annandale, VA 22003
SCATS: 371-3264
FAX: (703) 323-3245
PROFS: NVSICHC

Alyssa Bethel (Student)
Student Government Commission
Danville Community College
1008 S. Main Street
Danville, VA 24541
SCATS: 268-3011
FAX: (804) 792-6810
PROFS: NOT LISTED

Nancy Rudolph
Student Services Commission
Lord Fairfax Community College
P.O. Box 47
Middletown, VA 22645
SCATS: 466-2011
FAX: (703) 869-7881
PROFS: LFRUDON

Marie Melton
Support Staff Commission
Piedmont Virginia Community College
Route 6, Box 1-A
Charlottesville, VA 22901
SCATS: 487-1071
FAX: (804) 296-8395
PROFS: PVMELTM

VCCA COLLEGE CONTACTS

INSTITUTIONS	CONTACTS
Blue Ridge	Brian Delaney
Central Viriginia	Cheryl Bradley
Danville	Vickie Taylor
Eastern Shore	William H. Browne
Germanna	Andrea Burrell
J. Sargeant Reynolds	Tim Lightfield
John Tyler	Kay Robertson
Lord Fairfax	Richard Dovell
Mountain Empire	Pat Parsons
New River	Bridgett Franklin
Northern Virginia	Don Hayes - L Judith Paiva -AX
Patrick Henry	C. Rich McCormick
Paul D. Camp	Shelia Hobbs

INSTITUTIONS	CONTACT
Piedmont Virginia	Polly Gammon
Rappahannock	Bea Evans
Southside Virginia	Barbara Moore
Southwest Virginia	Pam Whitt
Thomas Nelson	Renee Peterson
Tidewater	Jeannie Clark - District Jeanette East - C Robert Noyes - P Helena Krohn - V
Virginia Highlands	Lola Harris
Virginia Western	Karen Toomey
Wytheville	James Palmer
VCCS Offices	Barbara Goldberg
George Mason University	George Vaughan
VPI & SU	Lois Beeken James Hoerner
American Association of Community and Junior Colleges	Carrole Wolin
Florida Association of Community Colleges	Frank Casey

VCCA DIRECTORY LISTING FORM 1989-90

Please print or type information requested so that we may prepare an accurate and complete directory listing for you. Thank you!

Home address and phone are requested so that we may mail to you during summer session and/or provide you with timely information on member services and issues throughout the year.

The VCCA Directory data base listings will not be distributed to other than Association members.

NAME _____

Courtesy title (check one) Dr____ Mr___ Ms___ Mrs___ Miss___

Name for meeting badges _____

VCCA DATA

VCCA Office you hold (if applicable) _____

Are you a Voting Delegate to Assembly of Delegates representing your college? Yes _____ No _____

Are you a Commission Voting Delegate? If so, which Commission? _____

Are you a Commission member? Yes _____ No _____

If so, which Commission? _____

COLLEGE/ORGANIZATION DATA

Your position title:

College Faculty Rank or _____
Administrative Title or _____
Counselor/LRC Position or _____
Support Staff Title or _____
Other (outside VCCS) _____
_____

VCCA Directory Listing

COLLEGE/ORGANIZATION DATA
(continued)

How do we find you:

College or Organization Name _____

Campus (if multi-campus) _____

Office or Academic Division _____

Office mailing address: _____

_____ Zip_____

Office phone (non-scats) (_____) _____ Ext_____

State Scats line _____ Ext_____

Fax phone (_____) _____ Ext_____

Electronic Mail PROFS ID _____

Home address _____

_____ Zip_____

Home phone (_____) _____

What issues do you think that the VCCA should address for the coming year? Please be as specific as possible and attach supplementary sheets if needed. Thank you.

PLEASE RETURN THIS FORM TO:

Sylvia Dye, VCCA Secretary
Southwest Virginia Community College
P. O. Box SVCC
Richlands, VA 24641

PLANNING AND INFORMATION WORKING CALENDAR

Virginia Community Colleges Association

Information and Planning Calendar

1989-1990

The items listed in this planning calendar are current as of the date of publication and are as complete as we were able to determine from a variety of sources. Specific VCCA and general VCCS items are included to assist you in scheduling meetings and conferences during the year. VCCA meeting locations are tentative and subject to change based on the schedules of those who will need to attend. VCCA newsletter copy due dates and publication/distribution dates are tentative, based on funds available and printing schedules.

October 1989

10-11	VCCS Advisory Council of Presidents Richmond
12-14	**VCCA 7th ANNUAL CONVENTION** Roanoke Airport Marriott
18	**Deadline for convention articles for VCCA Post-Convention Newsletter** *To Glenda Lowery-VCCA Publications Coordinator (RCC)
26-27	Chancellor's Faculty Advisory Committee Richmond
31	**Deadline for the following:** 1. Commission list of 1989-90 officers due to VCCA Secretary Sylvia Dye (SwVCC) for VCCA Directory listing 2. Commission meeting dates for 1989-90 due to VCCA President Cheryl Creager (TCC-C) with copy to VCCA Secretary

VCCA Working Calendar

October 1989 (continued)

31	**Deadline for the following:**
	3. Commission budget needs for 1989-90 due to VCCA President with copy to VCCA Treasurer Neil Murphy (VHCC) and VCCA Secretary Sylvia Dye (SwVCC)
	4. VCCA Directory listings for data base due to VCCA Secretary Sylvia Dye (SwVCC)

November 1989

1	State Council of Higher Education for Virginia (SCHEV meets the first Wednesday of each month in Richmond)
1- 3	VCCS Academic Deans and Provosts meeting Roanoke
9-10	VCCS Annual Meeting (Virginia Beach)
9-10	**VCCA Executive Committee meeting** Appoint Parliamentarian and Special Committee Chairs (Nominating, Elections, Constitutional Review, and Organizational Development) Virginia Beach
13	**VCCA Secretary mails Professional Development Grant Proposal guidelines and VCCA Convention Preconvention Workshop/Concurrent Session program forms** to Commission Chairs, Contacts, and VCCS Presidents
23-24	Thanksgiving holiday

VCCA Working Calendar

December 1989

5- 6 VCCS Advisory Council of Presidents
Richmond

6 SCHEV (Richmond)

8 **VCCA Directory distribution by VCCA Secretary**
*Delayed due to lack of complete updated information from Commissions and Contacts

January 1990

1 Holiday

2 **Commissions to begin preparation of::**

a. **Professional Development Grant proposals;** deadline is March 1 for funding; proposal guidelines are available from the VCCA Secretary Sylvia Dye (SwVCC) or Pam Turner-VCCA Past President (TNCC)

b. **Preconvention Workshop and Concurrent Session program proposals;** deadline is April 16; form available from President Elect, Don Hayes (NVCC-Loudoun)

3 SCHEV (Richmond)

10 Virginia General Assembly convenes

10 **Exhibitor/Sponsor invitation packets are mailed for 1990 VCCA Convention (BF)**
*Delayed until February to review for new info on hotel costs to calculate 1990 sponsorship dollars needed

VCCA Working Calendar

January 1990 (continued)

21-27	VCCS Community College Week
22	State Board for Community Colleges (Richmond)
22-23	**VCCA Executive Committee meeting** Richmond Hyatt
23	**VCCS Legislative Breakfast** VCCA Executive Committee attends

February 1990

1-28	Community College Month (AACJC)
1	**Commissions should continue to encourage and develop VCCA Professional Development Grant Proposals and Preconvention Workshop and Concurrent Session program proposals** *Deadline March 1 for PD Grant proposals *Deadline April 16 for convention programs
6- 7	VCCS Advisory Council of Presidents (Richmond)
7	SCHEV (Richmond)
7- 9	VCCS Academic Deans/Provosts meeting (Richmond)
9	**Copy due for March 8 newsletter** *AACJC Community College Month *To Glenda Lowery-Publications Coordinator (RCC)

VCCA Working Calendar

February 1990 (continued)

15	**Mail Convention Exhibitor/Sponsor Packets** Association Office and President Elect
15-16	**Planning meeting** VCCA President, President Elect and Immediate Past President (+BF) Richmond

March 1990

1	**Deadline for VCCA Professional Development Grant Proposals for 1989-90 funding** Proposals due to VCCA President with copies to VCCA Secretary and VCCA Treasurer *Pam Turner VCCA Past President (TNCC) is coordinating the PD Grant proposals. Please send a copy to her.
1	**VCCA Membership Drive begins!** **VCCA Contacts coordinate with the VCCA Treasurer to compile membership lists, to identify all Voting Delegates per institution, and to collect and transfer dues to the VCCA Treasurer** *Deadline for lists of members and delegates is June 29 for 1990 convention credentials.
7	SCHEV (Richmond)
7- 8	**VCCA Executive Committee meeting**
8- 9	**VCCA Leadership Meeting** Commission Chairs/Officers, Special Committee Chairs, Contacts, VCCA Executive Committee Lynchburg Hilton
9	**Distribution of March newsletter**

VCCA Working Calendar

March 1990 (continued)

12	Nominating Committee begins soliciation of candidates for VCCA Executive Committee offices for 1990-91 (Chair-Jim Geiger VHCC)
14-15	State Board for Community Colleges (Richmond)
16	**Copy due for April issue of newsletter** *To Glenda Lowery-Publications Coordinator (RCC)
29-30	Chancellor's Faculty Advisory Committee Richmond

April 1990

4	SCHEV Richmond
4	**Copy for VCCS Annual Report due to Systems Office for 1990 issue**
5	State Board for Community Colleges
5	**Copy due for May 15 newsletter** *To Glenda Lowery-Publications Coordinator (RCC)
5- 6	**Planning meeting (Convention)** VCCA President, President Elect and Immediate Past President (+BF) Richmond Marriott (Convention Hotel)
10-11	VCCS Advisory Council of Presidents (Richmond)

VCCA Working Calendar

April 1990 (continued)

16	**Preconvention Workshop and Concurrent Session program proposals due** to VCCA President Elect and Convention Chair (Don Hayes, NVCC-L)
20	**Distribution of April newsletter**
22-25	AACJC Annual Convention (Seattle)
30	**Deadline for nominations for VCCA Executive Committee offices for 1990-91 due to** Nominating Committee Chair, Jim Geiger (VHCC)

May 1990

4	**Support Staff Commission Chair contacts all VCCS Presidents asking that Support Staff Showcase person be identified.** *Deadline for publication in convention materials is July 6.
7	**Copy due for June newsletter** *To Glenda Lowery-Publications Coordinator (RCC)
15	**Distribute May newsletter**
16-17	*State Board for Community Colleges (Richmond)
17-18	**VCCA Executive Committee meeting** Berkeley Hotel Richmond
18	**Deadline for VCCA Candidate statements and photos** Due to VCCA Nominating Committee Chair Jim Geiger VHCC
22-24	VCCS Academic Deans and Provosts meeting Martinsville

VCCA Working Calendar

June 1990

4	**VCCA Treasurer prepares for filing of Association tax return**
6	SCHEV (Richmond)
8	**Deadline for submitting any proposed amendments to the VCCA Constitution and Bylaws** Due to the VCCA Secretary Sylvia Dye (SwVCC) for the July VCCA Executive Committee agenda
7- 8	**Planning meeting** VCCA President, President Elect, Immediate Past President, Secretary, and Treasurer (+BF) *Location to be determined BF
12-13	VCCS Advisory Council of Presidents
25	**Distribution of June newsletter**
29	**Deadline for VCCA membership and voting delegate lists from each VCCA Contact due to the VCCA Treasurer Neil Murphy (VHCC) with a copy to the VCCA Secretary Sylvia Dye (SwVCC)**

July 1990

2	**Any unpaid individual and institutional VCCA dues to the VCCA Treasurer this week please!**
6	**Deadline for copy - VCCA ANNUAL REPORT** *To VCCA President Cheryl Creager (TCC-C) *To be distributed at VCCA convention

VCCA Working Calendar

July 1990 (continued)

6 — **Deadline to submit Support Staff Showcase names** from Support Staff Commission Chair for publication in Convention program book
*To VCCA President Cheryl Creager (TCC-C)

6 — **Deadline for copy for the August 10 issue of VCCA Newsletter...Preconvention Issue!**
*To Glenda Lowery-Publications Coordinator (RCC)

1. Proposed amendments to Constitution and Bylaws
2. Candidate statements and photos
3. Convention registration information
4. Preconvention workshop and Concurrent Session program lists
5. Special convention activities

12-13 — **VCCA Executive Committee meeting**
Northern Va (Hyatt Reston if open)

27 — **VCCA Treasurer provides lists of members and voting delegates to begin final certification of credentials for 1990 convention**
*Copies to VCCA President, President Elect, Secretary and Association Offices

August 1990

15 — **VCCA preconvention newsletter distribution**

16-17 — **Planning meeting (convention)**
VCCA President, President Elect, and Immediate Past President (+BF)
Tour of convention hotel
Richmond Marriott

VCCA Working Calendar

September 1990

5	**VCCA Treasurer prepares for audit of the Association financial records** *Prepares financial summary for Assembly of Delegates/convention (800 copies)
10	**Deadline for publication/distribution of any proposed amendments to the VCCA Constitution** *Must first be submitted to the VCCA Executive Committee forty days prior to the convention and the VCCA Secretary must then prepare and distribute (or publish in the preconvention newsletter) thirty days prior to the VCCA annual convention
13-14	**VCCA Executive Committee meeting** **Final preconvention session** Richmond Marriott
14	**Deadline for final submission and certification of membership and voting delegate lists for the VCCA annual convention to VCCA Treasurer** *Individual and institutional dues must be paid prior to certification of members and voting delegates
17	**Final printed copies (800) any of convention materials to be included in folders due to VCCA Convention Office** 11011 Trade Road (Suite 205) Richmond Va 23236

October 1990

11-13	**VCCA 8th ANNUAL CONVENTION** Richmond Marriott

VCCA Working Calendar

November 1990

2	Deadline for convention news items to be included in post-convention newsletter *Please fax to meet tight schedule
	VCCS Annual Meeting (date to be announced)

December 1990

14	Distribution of post convention newsletter

Future Convention Dates and Tentative Locations

1991	October 10-12 (1) Reston or (2) Alternate Norfolk area
1992	October 8-10 Roanoke If room block is available at both the Marriott and Sheraton hotels, including meeting space at both facilities
1993	October 7- 9 Richmond Hyatt
1994	October 6- 8 Norfolk area
1995	October 5- 7 Northern Virginia area
1996	October 3- 5 Roanoke If room block is available at both the Marriott and Sheraton hotels, including meeting space at both facilities

Revised 2/12/90
Cheryl Creager, TCC-C

DUTIES AND RESPONSIBILITIES

DUTIES AND RESPONSIBILITIES

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

President

President Elect

Secretary

Treasurer

Members-at-Large

Immediate Past President

Parliamentarian

Publications Coordinator

Full Executive Committee

Members of the Assembly of Delegates

Commissions
(Chair and Members)

College Contacts

DUTIES AND RESPONSIBILITIES
VIRGINIA COMMUNITY COLLEGES ASSOCIATION

PRESIDENT

Constitutionally mandated duties and responsibilities

1. Preside at meetings of the Assembly of Delegates
2. Preside at meetings of the Executive Committee
3. Represent the Association in all matters pertaining to Association activities
4. Call meetings of the Executive Committee
5. Form and call into session Ad Hoc committees as deemed appropriate
6. Authorize expenditure and payment of Association funds
7. Appoint members to the Ad Hoc Nominating Committee, with the approval of the Executive Committee and appoint the committee's Chair
8. Appoint replacements to fill a vacancy in the office of President Elect, Secretary, or Treasurer with the approval of the Executive Committee
9. Assign tasks to the President Elect and to the Secretary
10. Appoint a Parliamentarian

Duties and responsibilities assigned or implied

1. Propose agendas for meetings of the Executive Committee
2. Call and preside at joint meetings of the Executive Committee and/or Commission Chairs, Contacts, and other groups within the VCCA.
3. Serve as liaison between the Association and state officials

VCCA Duties and Responsibilities

PRESIDENT (continued)

Duties and responsibilities assigned or implied (continued)

4. Act as the official spokesman or spokeswoman for the Association
5. Coordinate the implementation of Executive Committee and Assembly of Delegates decisions
6. Serve as liaison between the Executive Committee and one Commission

PRESIDENT ELECT

Constitutionally mandated duties and responsibilities

1. Perform the duties of the President during the President's absence or disability
2. Assume the Presidency if the office should become vacant and serve the remainder of the unexpired term
3. Perform such other duties as assigned by the President
4. Shall automatically assume the Presidency in the following year unless barred by ineligibility as described in the Constitution

Duties and responsibilities assigned or implied

1. Serve as Chair of the Convention Committee and coordinate the arrangements for the annual convention of the Association
2. Serve as liaison between the Executive Committee and one Commission
3. Assist the Immediate Past President in the review and revision of the Duties and Responsibilities document as requested

VCCA Duties and Responsibilities

SECRETARY

Constitutionally mandated duties and responsibilities

1. Record meetings of the Assembly of Delegates
2. Record meetings of the Executive Committee
3. Distribute copies of the record to appropriate individuals and groups
4. Maintain an accurate list of the membership of the Association by full membership and classes of membership
5. Maintain an accurate list of official representatives to the Assembly of Delegates
6. Maintain an accurate list of commission and committee members
7. Conduct necessary correspondence
8. Perform such other duties as may be assigned by the President
9. Receive and distribute to the membership any proposed constitutional amendments at least thirty (30) days prior to the VCCA annual convention
10. Receive and distribute to the membership any proposed bylaws or amendments to the bylaws at least thirty (30) days prior to the VCCA annual convention

Duties and responsibilities assigned or implied

1. To preserve all documents of the Association except those specifically assigned to others
2. Prepare and distribute a directory of the Association (members, officers, commissions, committees, VCCS presidents, and Systems Office staff) in a timely manner subsequent to the annual convention, but in any case, no later than December 15
3. Serve as liaison between the Executive Committee and one Commission

VCCA Duties and Responsibilities

SECRETARY (continued)

Duties and responsibilities assigned or implied (continued)

4. Coordinate with the Executive Committee, Commissions, Committees, and Publications Coordinator to prepare and distribute news/information releases on the Association and its members and activities to state-wide and/or regional and/or local print and broadcast media as appropriate.

TREASURER

Constitutionally mandated duties and responsibilities

1. Receive all monies for the Association
2. Make timely payments of Association funds upon authorization by the President
3. Submit a financial report to the Assembly of Delegates at the annual convention

Duties and responsibilities assigned or implied

1. Coordinate the annual membership drive
2. Provide the Secretary with an accurate list of members, updated regularly
3. Serve as liaison between the Executive Committee and one Commission
4. Report on a regular basis the financial condition of the Association to the Executive Committee at all regularly scheduled Executive Committee meetings
5. Serve on the Convention Committee with Members-at-Large
6. Maintain accurate records and provide financial data as needed to conduct an audit of the Association books and to facilitate other financial matters required of the Association
7. Process expense payments in a timely manner.

VCCA Duties and Responsibilities

MEMBERS-AT-LARGE OF THE EXECUTIVE COMMITTEE

Constitutionally mandated duties and responsibilities

The Members-at-Large have no constitutionally mandated duties and responsibilities other than those assigned to the Executive Committee as a whole.

Duties and responsibilities assigned or implied

1. Apprise the Executive Committee of matters of concern to their respective constituencies
2. Maintain close communication with Association Contacts at the respective constituent institutions
3. Serve as the channel for distribution of materials from the Executive Committee to Contacts at each institution
4. Assist the Treasurer in coordinating the annual membership drive
5. Serve as liaison between the Executive Committee and at least one Commission
6. Serve on the Convention Committee to propose the convention program in consultation with the President Elect (chairman) and Immediate Past President and to serve as working members of the Convention Committee to facilitate the annual convention

IMMEDIATE PAST PRESIDENT

Constitutionally mandated duties and responsibilities

The Immediate Past President has no constitutionally mandated duties and responsibilities other than those assigned to the Executive Committee as a whole.

Duties and responsibilities assigned or implied

1. Advise the Executive Committee in all of its activities and provide background information on Association policies, practices, and customs

VCCA Duties and Responsibilities

IMMEDIATE PAST PRESIDENT (continued)

Duties and responsibilities assigned or implied (continued)

2. Assist in a consulting role with the President Elect and the Convention Committee to plan and facilitate the annual convention

3. Serve as liaison between the Executive Committee and one Commission

4. Serve as chairman of the committee to review and revise the Duties and Responsibilities document subsequent to the annual convention to incorporate any revisions needed due to amendments to the Constitution and/or Bylaws and to examine the document to revise its content to enhance the effectiveness of the Association

5. Act as coordinator to receive, review and present to the VCCA Executive Committee all Professional Development Grant proposal applications from all sources. Coordinate the revision (if needed) with person submitting; resubmit for approval; notify person submitting of outcome.

6. Serve on the Constitution Committee and other committees of the VCCA Executive Committee as requested

7. Act as consultant to the VCCA Executive Committee as needed

PARLIAMENTARIAN

Constitutionally mandated duties and responsibilities

1. Perform such duties as prescribed by Robert's Rules of Order, Revised

2. Assist the officers of the Association

Duties and Responsibilities assigned or implied

1. Advise the President and the Executive Committee on matters of rules, procedures, and constitutionality

2. Chair the Constitutional Review Committee

3. Serve on the Duties and Responsibilities Review Committee

VCCA Duties and Responsibilities

PUBLICATIONS COORDINATOR

Constitutionally mandated duties and responsibilities

The Publications Coordinator has no constitutionally mandated duties and responsibilities other than those assigned by the Executive Committee.

Duties and responsibilities assigned or implied

1. Serve as the collection point for information concerning Association business and activities that is appropriate for publication in the VCCA newsletter or other VCCA publications

2. Distribute on a regular basis requests for news from members of the Association, Delegates, Commissions, Committees, Contacts, the Executive Committee, and the Systems Office for publication.

3. Coordinate with the Secretary on news/information releases from the Association

4. Coordinate the writing, typesetting, layout, and printing activities necessary to produce a quality VCCA Newsletter and other printed matter from the Association to both internal and external audiences

5. Coordinate the distribution of the VCCA Newsletter and other VCCA publications to VCCA Contacts at their respective institutions and to other appropriate points of distribution

FULL EXECUTIVE COMMITTEE (Collective Responsibilities)

Constitutionally mandated duties and responsibilities

1. Review applications for membership and for membership renewal and report findings to the Assembly of Delegates

2. Receive and review recommendations of the Commissions prior to the presentation to the Assembly of Delegates

VCCA Duties and Responsibilities

FULL EXECUTIVE COMMITTEE (Continued)

Constitutionally mandated duties and responsibilities (cont.)

3. Recommend action on matters referred to the Assembly of Delegates

4. Refer to the Assembly of Delegates for their action all matters pertaining to changing or establishing policy

5. Act for the Assembly of Delegates, consistent with policies and procedures established by the Assembly, when it is not in session

6. Plan the annual convention

7. Carry out other activities of the Association as assigned by the Assembly of Delegates

8. Approve Presidential appointments to the Ad Hoc Nominating Committee

9. Approve Presidential appointments to fill vacancies in the offices of President Elect, Secretary, and/or Treasurer

10. Accept gifts, grants, or other income from appropriate sources

    (*This needs to be revised to include awarding grants. SEE 10/89 amendments)

11. Recommend to the Assembly of Delegates those individuals and/or agencies for honorary membership in the Association

12. Establish dues structure

    (*This needs revision to read "review and recommend" to clarify. SEE 10/89)

13. Determine the location of the VCCA annual convention

14. Call special meetings of the Assembly of Delegates

15. Conduct referenda of the Assembly of Delegates as appropriate and needed

VCCA Duties and Responsibilities

FULL EXECUTIVE COMMITTEE (Continued)

Duties and responsibilities assigned or implied

1. Coordinate the activities of the Association
2. Implement the decisions of the Assembly of Delegates
3. Assure that the annual independent audit of the financial records of the Association is conducted in a timely and appropriate manner
4. Determine and set Executive Committee meetings
5. Serve as a steering committee for the annual convention
6. Advise the President on the creation of Ad Hoc committees
7. Determine and set the date of the annual convention
8. Assure that an effective communication system is maintained within and external to the Association and facilitate public relations activities to enhance the image of the Association
9. Raise funds for the Association's activities and projects using appropriate methods (technique/image)
10. Conduct the election of a new Executive Committee at the annual convention and assure the integrity of the election process
11. Review and update the VCCA Working Calendar and insure its distribution to appropriate persons
12. Review and update the Duties and Responsibilities document

DELEGATES

Constitutionally mandated duties and responsibilities

1. Serve collectively as the largest deliberative body of the Association with the responsibility to fulfill the purposes of the Association
2. Collectively elect the officers of the Association

DELEGATES (Continued)

Constitutionally mandated duties and responsibilities (cont.)

3. Elect the Members-a-Large to the VCCA Executive Committee
4. Act on proposals submitted by the Executive Committee
5. Collectively adopt Articles of Incorporation if needed
6. Approve amendment to the Constitution and Bylaws
7. Approve the dues structure
8. Approve honorary membership recommendations

Duties and responsibilities assigned or implied

1. Remain informed of Association activities at the state and local levels
2. Communicate suggestions or comments to the Association through the designated Members-at-Large on the Executive Committee
3. Insure the selection of a VCCA Contact per college and follow-up to facilitate effective communication
4. Take responsibility for local VCCA activities in cooperation with the VCCA Contact
5. Communicate news items to the VCCA Publications Coordinator as appropriate

VCCA Duties and Responsibilities

COMMISSIONS

The following commissions are established to carry out activities consistent with the purposes of the Virginia Community Colleges Association:

Black Concerns Commission

College Board Commission

Faculty Affairs Commission

Fiscal and Administrative Services Commission

Institutional Advancement Commission

Instructional Affairs Commission

Learning Resources Commission

Legislative Action Commission

Research and Publications Commission

Student Government Commission

Student Services Commission

Support Staff Commission

Commission responsibilities shall include:

1. Plan the annual convention program for the commission
2. Promote articulation among and between members of the VCCA and other educational institutions
3. Promote and support effective practices within the Commission's sphere of influence
4. Make recommendations to the VCCA Executive Committee
5. Otherwise operate in accordance with the VCCA constitution and bylaws and within the bylaws established by the Commission

VCCA Duties and Responsibilities

COMMISSION CHAIRS

Duties and responsibilities

Primary Communication Link: VCCA Executive Committee Member Designated

1. Perform such duties within the Commission as specified by the Commission's bylaws, but within the Constitution and Bylaws of the Association
2. Maintain communication with the VCCA Executive Committee through the officer on the Executive Committee designated as the liaison for the Commission
3. Assure that VCCA Executive Committee approval is obtained for any contact with the public and/or media made in or referencing the Association's name
4. Report Commission activities for VCCA publications to the VCCA Publications Coordinator
5. Attend or arrange a substitute to attend joint meetings of the VCCA Executive Committee and the Commission Chairs
6. Submit to the VCCA President at least thirty (30) days prior to the annual convention all proposed resolutions to be considered by the Assembly of Delegates at the annual convention
7. Submit to the VCCA President at least sixty (60) days prior to the annual convention all proposed constitutional amendments or proposed bylaws or proposed amendments to the bylaws to be considered by the Assembly of Delegates at the annual convention; send duplicate copy to the VCCA Secretary
8. Take the responsibility to assure that the Commission is actively pursuing the tasks assigned with special attention to the following areas:
    a. Planning and implementing seminars/workshops
    b. Determining, planning, and implementing appropriate professional development activities
    c. Developing and implementing other activities that are important to the Commission's work

VCCA Duties and Responsibilities

VOTING MEMBERS OF COMMISSIONS

Constitutionally mandated duties and responsibilities

No responsibilities are specified in the Constitution other than those which accrue to the Commission as a whole.

Duties and responsibilities assigned or implied

Primary Communication Link: Commission Chair (and) VCCA Executive Committee Member Designated as Liaison to the Commission

1. Actively participate in the work of the Commission
2. Maintain open line of communication with the Commission Chair, other members of the Commission, the institutional VCCA Contact at your college, and the VCCA Executive Committee
3. Promote the work of the Commission at the member institution and report the results
4. Assist in positive public relations for the Commission and the VCCA within the college, the community and the Commonwealth
5. Take initiative in recommending and implementing workshops, seminars, or other activities important to the Commission's work

VCCA Duties and Responsibilities

CONTACT PERSON

The effectiveness of the Virginia Community Colleges Association is dependent upon the ability of the officers of the Association to communicate with the membership at large.

The designation of an official representative for members from each VCCA member institution is an appropriate and important strategy in communicating the business of the Association.

The position of Contact Person identifies these official and critical representatives for the VCCA.

Duties and responsibilities assigned or implied

Primary Communication Link: Member-at-Large

1. Serve as the liaison between the member institution and the various groups within the VCCA (Executive Committee, Commissions, and Committees)
2. Conduct the annual membership drive at the member institution in cooperation with the VCCA Executive Committee (March-April yearly)
3. Forward accurate membership lists, dues records, and payments to the VCCA Treasurer in a prompt and timely manner
4. Disseminate information in a prompt and timely manner to institutional members that is forwarded by the Executive Committee, the Publications Coordinator, or other groups within the Association
5. Provide information to the VCCA Executive Committee concerning activities at the member institution of the local VCCA organization through the Member-at-Large representing the member institution
6. Advise the VCCA Secretary of changes in local VCCA organization officers
7. Inform the VCCA Secretary of changes in the member institution's Commission representatives, officers of the local organization, delegates, and committees
8. Maintain communication with the VCCA Executive Committee Member-at-Large who represents the member institution
9. Provide news items to the VCCA Publications Coordinator
10. Attend or arrange a substitute to attend joint meetings of the VCCA Executive Committee and VCCA Contacts

VCCA Duties and Responsibilities

NOTES TO THIS DOCUMENT

Suggested changes and corrections should be noted here as this document must be revised annually after the convention to reflect any changes to the Constitution and Bylaws of the Association.

Need to describe and add to this document prior to 1990 convention:

1. Convention Committee
2. Nominating Committee
3. Elections Committee
4. Constitution and Bylaws Review Committee
5. Organizational Development Committee
    a. Implement the organizational development plan
    b. Long range planning
6. Business Affairs Committee
    a. Resource development for sources of revenue that are appropriate for the VCCA
    b. Coordinate association management services for the VCCA Executive Committee
    c. Manage printing in coordination with Publications Coordinator and Research and Publications Commission

Revised/Draft 4
February 20, 1990
Cheryl W. Creager
President 1989-90

CONSTITUTION AND BYLAWS

Revised October 1989

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

CONSTITUTION
and
BYLAWS

Ratified May 6, 1983
Constitutional Convention, Richmond, VA

Amended October 20, 1984
Annual Convention, Richmond, VA

Amended November 15, 1986
Annual Convention, Richmond, VA

Amended November 14, 1987
Annual Convention, Roanoke, VA

Amended October 13, 1989
Annual Convention, Roanoke, VA

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

CONSTITUTION

ARTICLE I

NAME

1.0 NAME

1.1 The name of the Association shall be the Virginia Community Colleges Association.

ARTICLE II

PURPOSE

2.0 PURPOSE

2.1 The purpose of the Association shall be to promote the development and advancement of community college education in Virginia. To this end the Association shall:

2.1.1 Identify and study the needs and problems of Virginia's community colleges and communicate these to appropriate agencies and groups.

2.1.2 Promote the best possible conditions for professional service and growth.

2.1.3 Encourage the involvement of all interested individuals and groups in a cooperative effort to improve Virginia community colleges and the programs and services they provide.

2.1.4 Encourage the development and maintenance of a beneficial climate for excellence in teaching and learning within a framework of academic freedom and professional responsibility and ethics.

2.1.5 Provide media for communication about and among the community colleges of Virginia.

ARTICLE III

MEMBERSHIP AND DUES

3.0 MEMBERSHIP AND DUES

3.1 There shall be one class of institutional membership, three classes of individual membership, and two classes of adjunct membership as follows:

3.1.1 Institutional Membership

3.1.1.1 Institutional membership is open to any Virginia community college and the System Offices of the Virginia Community College System upon payment of the annual institutional dues.

3.1.2 Individual Membership

3.1.2.1 Faculty Membership

3.1.2.1.1 Faculty membership is open, upon payment of the annual individual dues, to any community college with faculty rank.

3.1.2.2 Support Staff Membership

3.1.2.2.1 Support staff membership is open, upon payment of the annual individual dues. to any community college or System Offices employee who does not possess faculty rank and who is considered permanent.

3.1.2.3 Student Membership

3.1.2.3.1 Student membership is open, upon payment of the annual individual dues, to any student (as so defined by the catalog of the college attended) in a Virginia community college who is an officer or elected representative in the student governance structure of said college.

3.1.3 Adjunct Membership

3.1.3.1 Associate Membership

3.1.3.1.1 Associate membership is open, upon payment of the annual individual dues, to members of college boards and any other individual who wishes to support the purposes and functions of the Virginia Community Colleges Association.

3.1.3.2 Honorary Membership

3.1.3.2.1 Honorary membership may be conferred upon individuals and/or agencies by the Executive Committee upon approval of the Assembly of Delegates which shall remain in effect until rescinded and for which no assessment or dues shall be levied.

3.2 Dues

3.2.1 Dues of members shall be fixed by the Executive Committee with the approval of the Assembly of Delegates.

ARTICLE IV

ASSEMBLY OF DELEGATES

4.0 ASSEMBLY OF DELEGATES

4.1 Membership

4.1.1 The Assembly of Delegates shall consist of the president of each member institution (or the president's designee), the Chancellor (or the Chancellor's designee), and a number of delegates elected by and from the various classes of individual members of the Association at each Virginia community college and the System Offices in accordance with the following schedule:

4.1.1.1 One delegate for each class of ten individual members or fraction thereof; plus

4.1.1.2 One delegate for each class of twenty-five individual members or major fraction thereof beyond the first ten individual members of each class.

4.2 Powers of the Assembly

4.2.1 The Assembly of Delegates shall be the official representative body of the Association with responsibility to fulfill the purposes of the Association.

4.3 Meetings

4.3.1 The Assembly of Delegates shall hold an annual convention of the Association. Location of the annual convention shall be set by the Executive Committee. The Executive Committee may call such other meetings of the Assembly of Delegates as it deems necessary. A referendum may be initiated by the Executive Committee in lieu of a special meeting of the delegates.

4.3.2 Designated delegates to the Assembly of Delegates present at any meeting of which written notice has been duly given, provided that a majority of institutions have members represented, shall constitute a quorum for transaction of business.

4.3.3 Each member of the Assembly of Delegates shall have one vote on all matters brought before the Assembly. Issues voted upon, except when hereinafter voted, shall be decided by a majority of the votes cast.

ARTICLE V

OFFICERS

5.0 OFFICERS

5.1 The Officers of the Virginia Community Colleges Association shall consist of a President, President-Elect, Secretary, and Treasurer. The officers shall be assisted by a Parliamentarian appointed by the incoming President.

5.2 Election of Officers

5.2.1 The President shall be elected by the Assembly of Delegates at the annual convention whenever there is

no President-Elect to assume that office automatically. The President-Elect, Secretary, and Treasurer shall be elected by the Assembly of Delegates at the annual convention. The officers shall assume office upon adjournment of the annual convention.

5.3 Eligibility for Office

5.3.1 Any person holding individual membership in the Virginia Community Colleges Association is eligible for office.

5.3.2 A President-Elect filling the unexpired term of a vacancy in the office of President shall not be eligible for automatic assumption of the office of President in the following year if such vacancy term was for a period of nine or more months in which case the principle of rotation shall apply.

5.4 Tenure of Office

5.4.1 No President or President-Elect shall serve two consecutive terms in the same office.

5.4.2 No Secretary or Treasurer shall serve more than two consecutive terms in the same office.

5.5 Vacancies in Office

5.5.1 When the office of President becomes vacant, the President-Elect shall assume the presidency and serve the remainder of the unexpired term of the predecessor. Vacancy in the office of President-Elect shall be filled by presidential appointments of a President-Elect pro tempore, subject to approval of the Executive Committee, who shall assume all those duties of a President-Elect except the automatic permanent assumption of the presidency. Vacancies in the office of Secretary and Treasurer shall be filled by presidential appointment subject to the approval of the Executive Committee.

5.6 Duties of Officers

5.6.1 The President shall preside at meetings of the Assembly of Delegates and of the Executive Committee; represent the Association in all matters pertaining to Association activities; call meetings of the Executive Committee; form and call into session ad hoc committees as deemed appropriate; and authorize expenditure and payment of Association funds within the policies and procedures of the Association and with the advice of the Executive Committee.

5.6.2 The President-elect shall perform the duties of the President during the President's absence or disability and shall perform such other duties as assigned by the President. The President-Elect shall automatically assume the presidency in the following year unless barred by ineligibility as hereinbefore described.

5.6.3 The Secretary shall record the meeting of the Assembly of Delegates and of the Executive Committee; be required to distribute accurate copies of the record to appropriate individuals and groups in a timely manner; maintain Association records and archives; and perform such other duties as may be assigned by the President.

5.6.4 The Treasurer shall receive all monies for the Association; be required to expend Association funds in a timely manner, make regular financial reports to meetings of the Executive Committee and the Assembly of Delegates; and conduct an annual membership drive and file annual Association tax returns.

5.6.5 The Parliamentarian shall perform such duties as prescribed by Robert's Rules of Order, Revised.

ARTICLE VI

COMMISSIONS AND COMMITTEES

6.0 COMMISSIONS AND COMMITTEES

6.1 Executive Committee

6.1.1 The Executive Committee shall consist of the President, President-Elect, Secretary, Treasurer, the immediate Past-President of the Association, plus one member at large for each of the following four categories of represented institutions, with each such member to be selected only by those delegates of the Assembly of Delegates at the annual convention within the following four respective categories.

6.1.1.1 1,000 or fewer Full-Time Equivalent students (to include the System Offices).

6.1.1.2 1,001-2,000 Full-Time Equivalent students.

6.1.1.3 2,001-5,000 Full-Time Equivalent students.

6.1.1.4 5,001 or more Full-Time Equivalent students.

6.1.2 The Executive Committee shall have the following duties:

6.1.2.1 Review applications for membership and membership renewal and report its findings to the Assembly of Delegates.

6.1.2.2 Inform member institutions of the number of seats allocated to them in the Assembly of Delegates and certify the credentials of delegates to the Assembly of Delegates.

6.1.2.3 Receive and review recommendations of the commissions prior to their presentation to the Assembly of Delegates.

6.1.2.4 Recommend action on matters referred to the Assembly of Delegates.

6.1.2.5 Refer to the Assembly of Delegates for their action on all matters pertaining to changing or establishing policy.

6.1.2.6 Act for the Assembly of Delegates, consistent with policies and procedures established by the Assembly, when the Assembly is not in session.

6.1.2.7 Plan the annual convention.

6.1.2.8 Carry out other activities of the Association as assigned by the Assembly of Delegates.

6.1.2.9 Accept and facilitate all fiduciary financial responsibilities of the Association.

6.2 Nominating Committee Ad Hoc

6.2.1 An ad hoc Nominating Committee shall be appointed by the President with the approval of the Executive Committee.

6.2.2 The chair of the Nominating Committee shall be appointed by the President and the Committee shall elect such other officers as it deems necessary.

6.2.3 The Nominating Committee shall place in nomination one or more candidates for the positions of President, when no President-Elect shall be eligible, President-Elect, Secretary, and Treasurer at the business session of the annual convention and shall provide advance written notice of said proposed nominations to the individual membership at least 30 days prior to the annual

convention. A petition by 5% of the Association's individual membership submitted to the Chair of the Nominating Committee at least 24 hours prior to the business session of the annual convention shall constitute a viable nomination.

6.3 Commissions

6.3.1 The following commissions are established to carry out activities consistent with the purposes of the Virginia Community Colleges Association as herein stated:

6.3.1.1 Black Concerns Commission

6.3.1.2 College Board Commission

6.3.1.3 Faculty Affairs Commission

6.3.1.4 Fiscal and Administrative Services Commission

6.3.1.5 Institutional Advancement Commission

6.3.1.6 Instructional Affairs Commission

6.3.1.6.1 Continuing Education and Community Services

6.3.1.6.2 Developmental Education Committee

6.3.1.6.3 International Education Committee

6.3.1.6.4 Subject Matter Committee

6.3.1.7 Learning Resources Commission

6.3.1.8 Legislative Action Commission

6.3.1.9 Research and Publications Commission

6.3.2.0 Student Government Commission

6.3.2.1 Student Services Commission

6.3.2.2 Support Staff Commission

6.3.2 Commission responsibilities shall include:

6.3.2.1 Plan the annual convention program for the individual commission.

6.3.2.2 Promote articulation among and between members of the Virginia Community Colleges Association and other educational institutions.

6.3.2.3 Promote and support effective practices within the Commission's sphere of interest.

6.3.2.4 Make recommendations to the Executive Committee.

6.3.2.5 Otherwise operate in accordance with the Constitution and Bylaws established by the Commission.

6.3.3 Commission Membership and Officers

6.3.3.1 Each member institution shall name no more than two voting representatives to each commission unless the commission constitution establishes an alternative requirement for voting.

6.3.3.1.1 Voting representatives to the College Board Commission shall be selected by the State Board and each Local Board in a manner of each board's own determination.

6.3.3.1.2 Voting representatives to the Faculty Affairs Commission shall be selected from among the teaching faculty (including counselors and librarians as deemed appropriate by the respective institution), who hold individual membership in the association, of each institution in a manner of each institution's own determination.

6.3.3.1.3 Voting representatives to the Student Government Commission shall be selected in accordance with the approved procedures of the student governances structure of each institution.

6.3.3.1.4 Voting representatives to the Support Staff Commission shall be selected from among the employees of each institution who do not hold faculty rank or the equivalent and who hold individual membership in the Association, in a manner of each institution's own determination.

6.3.3.1.5 Voting representatives to the Black Concerns Commission, Fiscal and Administrative Services Commission, Institutional Advancement Commission, Instructional Affairs Commission, Learning Resources Commission, Legislative Action Commission, Research and Publications Commission, and Student Services Commission, shall be selected by a method to be determined by each institution having individual membership in the Association.

6.3.3.2 Each commission shall elect a Chair, Vice-Chair, and Secretary from among its membership at the annual convention to assume office at the adjournment of the annual convention.

6.3.3.3 Each commission and/or committee shall select consultants, as may be required, from whatever source and in whatever numbers deemed necessary, to enable said commission and/or committee to discharge its responsibilities provided that said consultants shall not possess any voting rights.

ARTICLE VII

FINANCE

7.0 FINANCE

7.1 Full responsibility for facilitation of all fiduciary responsibilities of the Association, including responsibility for and disbursing of gifts, grants, or other income from appropriate sources, is delegated to the Executive Committee by the Assembly of Delegates.

ARTICLE VIII

INDEMNIFICATION

8.0 INDEMNIFICATION

8.1 The Association may, by resolution of the Executive Committee, provide for indemnification by the Association of any and all

of its officers or former officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding, in which they or any of them are made parties, or a party, by reason of having been officers of the Association, except in relation to matters as to which such officer or former officer shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

ARTICLE IX

INCORPORATION

9.0 Incorporation

9.1 It shall be the privilege of the Assembly of Delegates to vote at any time to adopt Articles of Incorporation for the Virginia Community Colleges Association.

ARTICLE X

AMENDMENTS AND BYLAWS

10.0 Amendments and Bylaws

10.1 Amendments

10.1.1 This Constitution may be amended at the regular annual convention of the Association by two-thirds vote of the Assembly of Delegates present and voting, provided that the proposed change has been submitted in written form to the Secretary by a member at least forty (40) days before the annual convention. The Secretary shall distribute such proposed changes in written form to all members at least thirty (30) days prior to the annual convention.

10.1.2 The Constitution may also be amended by a three-fourths vote of the delegates voting by mail, provided the proposed changes have been distributed in written form by the Secretary to each delegate at least thirty (30) days prior to the deadline for balloting.

10.2 Bylaws

10.2.1 The authority to adopt bylaws in conformity with this Constitution is vested in the Assembly of Delegates. Proposed bylaws or changes thereto shall be submitted in written form to the Secretary by a member at least forty (40) day before the annual convention. The Secretary shall distribute such proposed changes in written form to all members at least thirty (30) days prior to the annual convention. Such bylaws or changes thereto may be adopted by a majority vote of the Assembly of Delegates present and voting.

ARTICLE XI

PARLIAMENTARY AUTHORITY

11.0 Parliamentary Authority

11.1 Robert's Rules of Order, Revised shall be the controlling authority on all procedural matters before the Association and its Assembly of Delegates, Commissions, and Committees, except where inconsistent with this Constitution and Bylaws pursuant thereto.

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

BYLAWS

1.0 FISCAL YEAR

1.1 The fiscal year for the Association shall begin July 1 of each year and extend through the following June 30.

2.0 DUES

2.1 Annual individual and institutional dues for Association membership shall be set by the Executive Committee with the approval of the Assembly of Delegates.

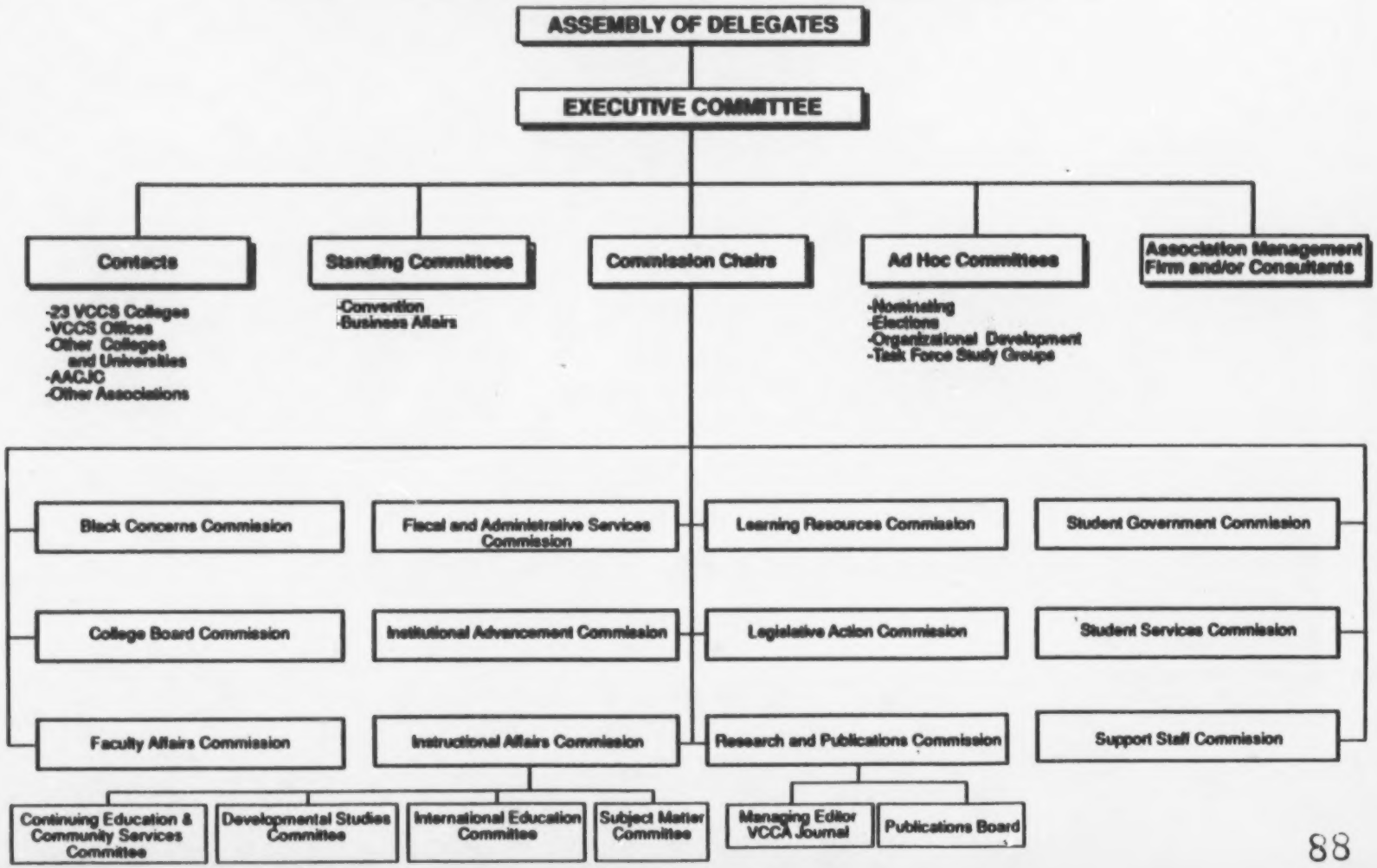
2.2 Individual Association dues shall be established according to membership group. Faculty and support staff dues shall be set at the same amount. Associate and student membership dues shall be set at the same amount and shall be less than faculty and support staff dues.

2.3 Institutional Association dues shall be established according to institutional FTES as of the Fall term preceding the fiscal year for which dues are assessed.

3.0 AUDIT

3.1 There shall be an annual independent audit of the financial records of the Association.

VIRGINIA COMMUNITY COLLEGES ASSOCIATION
ORGANIZATIONAL CHART



MEMBERSHIP

MEMBERSHIP

VCCA membership is coordinated through the VCCA Treasurer. The College Contacts assist the Treasurer in conducting the annual membership drive in March of each year. Contacts at each institution forward membership lists and dues to the VCCA Treasurer.

The VCCA Secretary maintains the list of members as provided by the VCCA Treasurer.

Based on certified membership per institution, the VCCA Treasurer determines the number of voting delegates for each institution for credentials at the Assembly of Delegates for the annual VCCA convention. The VCCA Planning and Information Working Calendar provides deadline dates for these activities.

Note: Individual and institutional dues must be current at the time of the VCCA annual convention in order to provide voting credentials for all voting delegates to the convention.

The VCCA membership year is July 1 to June 30.

A membership application and information form is included in this section and again in the Appendix to this handbook.

For information contact:

Neil F. Murphy, VCCA Treasurer 1989-90
Virginia Highlands Community College
P. O. Box 828
Abingdon, VA 24210

Scats: 676-5484
Phone: 703-628-6094
Fax: 703-628-7576
Profs: VHMURPN
TeleMail: N.MURPHY

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

Blue Ridge
Central Virginia
Dabney S. Lancaster
Danville
Eastern Shore
Germanna
J. Sargeant Reynolds
Downtown
Parham Road
Western
John Tyler
Lord Fairfax
Mountain Empire
New River
Northern Virginia
Alexandria
Annandale
Loudoun
Manassas
Woodbridge
Patrick Henry
Paul D. Camp
Piedmont Virginia
Rappahannock
Glenns
Warsaw
Southside Virginia
Christanna
John H. Daniel
Southwest Virginia
Thomas Nelson
Tidewater
Chesapeake
Portsmouth
Virginia Beach
Virginia Highlands
Virginia Western
Wytheville
VCCS Offices

AN INVITATION TO JOIN THE VCCA

Name: _____

Title/Position: _____

College or Organization: _____

Address: _____

_____ Zip_____

Office Phone: (____) _____ Ext_____

VCCS Scats: _____

Fax: (____) _____ Ext_____

Home address: _____

_____ Zip_____

Home Phone: (____) _____

Commission Interest(s) _____
_____
_____

Please indicate your interest in serving the VCCA as:

_____ Voting Delegate to the annual convention
_____ Commission representative
_____ Commission leadership position
_____ College/Campus Contact
_____ Candidate for VCCA Executive Committee
_____ Volunteer for VCCA committees
_____ Liaison for Alumni activities
_____ Exhibitor at the annual convention
_____ Sponsor of VCCA programs and/or events
_____ Other (please describe) _____
_____
_____

Cheryl W. Creager VCCA President 1989-90
Tidewater Community College 1428 Cedar Road Chesapeake, Virginia 23320
Phone: (804) 547-6271 Fax: (804) 547-1702 Scats: 842-1217 Profs: tccreac

VCCA Membership Application

Membership Dues Categories
Please indicate your appropriate classification.

____	Student	$1.00 per year
____	*Associate	1.00 per year
____	Staff	$5.00 per year
____	Faculty Ranked Personnel	5.00 per year
____	Institutional	See table below

FTE Enrollment	Institutional Dues
0 - 500	$ 200.00
501 - 1,000	300.00
1,001 - 2,000	400.00
2,001 - 3,000	500.00
3,001 - 5,000	700.00
5,001 - 7,000	800.00
7,001 - up	900.00

*Associate Membership

Associate member status is extended to "friends of the Virginia Community College System" and at this time includes former students, members of Boards, spouses of members, other professional educators, and/or those (an individual or organization) who have an interest in the future of the VCCS and the VCCA.

You are cordially invited to join with us in supporting the work of the Association. Thank you!

****

AMOUNT ENCLOSED: $_____ Date: _____

Please make your check payable to the VCCA; return it with the completed form to your College Contact or to:

Neil F. Murphy, VCCA Treasurer 1989-90
Virginia Highlands Community College
P. O. Box 828 Abingdon, VA 24210
Phone: (703) 628-6094 Scats: 676-5484
Fax: (703) 628-7576 Profs: VHMURPN

WHAT IS THE VCCA? WHY SHOULD I JOIN?

The Virginia Community Colleges Association (VCCA) is your own professional association for community college personnel, students, alumni, board members, and "friends of the VCCS" in Virginia!

Membership in the VCCA offers you the opportunity to have an active part in the identification and examination of the ever changing needs of our 23 community colleges and to communicate those needs to the appropriate agencies and groups.

VCCA members are very proud of the students, faculty, staff, alumni, and board members at our community colleges and we feel that our students and fine professionals deserve the best opportunity for professional development and growth. The VCCA advocates developing and maintaining a beneficial climate for excellence in teaching and learning within a framework of academic freedom and professional responsibility and ethics.

VCCA members have imagination. They imagine a future with the Virginia Community College System (VCCS) ranking first in the nation in innovative curricula, student retention and success, services, organizational development, and personnel programs and policies.

VCCA members want VCCS tuition to be among the lowest in the country and want the ease of transfer between two-year and four-year colleges in Virginia to set the standard for other states.

VCCA members have a vision of a time when VCCS institutions, personnel, and students will receive at least equal recognition by fellow institutions and educators in higher education in Virginia and a more proportionate share of higher education dollars from the legislature and the business community.

VCCA members believe that the personnel of the largest college in the Commonwealth should receive higher salaries so that the VCCS can continue to retain and recruit the best administrative talent, the best teaching faculty, and the best support staff personnel to lead, teach, and support those Virginia community colleges that will have the largest impact on economic growth and technological advancement in Virginia.

VCCA needs each of you to become involved with the Association. Your support of and commitment to the objectives of the VCCA will make the difference in our degree of success! We need your help to promote Virginia's community colleges and to insure that all citizens have the opportunity to access higher education. Your support of the Association will allow us to work toward achieving the full potential of community college education in Virginia.

Share the vision and get involved! Join the VCCA! Thank you.

Virginia Community Colleges Association Information for Students

Students are invited to join the VCCA!

WHAT IS THE VCCA? WHY IS STUDENT SUPPORT IMPORTANT?

The VCCA is the only state-wide Association that represents Virginia Community College System students, alumni, employees, and those who think Virginia's community colleges are important! The Association has many relevant goals that you may want to support:

1. To continue to promote community college education in Virginia and to work toward improving the quality of our programs

2. To work cooperatively with the Virginia Community College System to support legislative issues that affect community colleges, our students, and employees.

3. To offer the opportunity for students to participate (Student Government Commission) in state-wide professional development programs and to network with other students and community college faculty, staff, and administrators across the Commonwealth of Virginia

4. To offer a forum for individual and group presentation of ideas, opinions, and issues and the opportunity to be heard

5. To engender an atmosphere of cooperation among students, faculty, and staff and to cultivate the opportunity to effect changes

6. To focus on issues of lower tuition, ease of transfer between two- and four-year colleges, innovative curricula, student retention and success, college services, and facilities

7. To seek a greater proportionate share of state tax dollars and business/industry dollars for Virginia's community colleges

VCCA Student Information

8. To seek attention for salary scales for community college personnel in order to continue to recruit and retain the highest qualified and most competent faculty, administrative staff, and support staff

9. To identify and implement an array of "member services" to include discount programs on computer purchases, legal services, insurance programs, travel services, and others recommended by the VCCA membership

10. To INVOLVE community college students, alumni, and personnel in ACTIVE support of the Association so that it may become an even more viable organization

If these goals interest you, please consider joining the Virginia Community Colleges Association (VCCA) as a Student ($1.00/year) member. The dues are low to make membership accessible to all students.

To join, fill out the VCCA Membership Application, enclose your $1.00 dues and give the envelope to your VCCA College/Campus Contact person identified below.

Share the vision! Your support can make a difference! Join the VCCA!

Please complete your VCCA membership application, attach $1.00 for Associate category dues, and return it to the VCCA Contact person indicated below. Thank you!

VCCA Contact Name: _____

College: _____

Campus: _____

Office Location: _____

Telephone: _____ Extn: _____

PROFS AND BITNET

Electronic Computer Mail Communications

The VCCA has been extended the opportunity to use VCCS PROFS electronic mail to assist in improving its communication network.

Special appreciation is extended to Larry Koonts, Vice Chancellor for Data Services, for his support.

Richard J. (Dick) Medell, VCCS Information Center Manager, has been extremely helpful and cooperative in assisting the Association with PROFS. Due to his information, training sessions and support, the VCCA has become a more effective organization.

PROFS

PROFS user i.d.'s have been established for all VCCA Executive Committee members, Commission Chairs, and Contacts.

If you are not on the PROFS network, contact your college data center to be assigned a user i.d.

If you are on the network, but do not have a terminal, please arrange for someone at your college who has access to a terminal to log-on the network at least twice a week to "check your PROFS mail" from the VCCA.

On PROFS you will find the following:

VCCAMEET	Association meeting calendar
VCCAOFCE	Association convention office-Richmond *See following page for more detailed information

Distribution Lists

To allow the VCCA to distribute PROFS notes to all groups who need information simultaneously, there are three "distribution lists" established. Each list must be transmitted to you before it can be used by you to send simultaneous notes. If you have need to use these lists, phone Dick Medell (Scats 225-2048) or Cheryl Creager (Scats 842-1217).

VCCAEXEC	VCCA Executive Committee 1989-90
VCCACOMM	VCCA Commission Chairs 1989-90
VCCACONT	VCCA Contacts 1989-90

ss

ProfUser List

If you need to determine if someone is "on" the PROFS network, your college data center can print a current list of users.

However, if you have access to a terminal, at the PROFS main menu screen at the blinking cursor, type PROFUSER and press the enter key. The system will bring the network user list up. The first screen will tell you how to locate a name on the list.

You can type /last name and press enter.

Example: /creager

You can type /college name and press enter.

Example: /tidewater

The system will seek either the person's last name or the name of the college so that you may view the full college listing.

Note: When you first bring up the PROFUSER initial screen, it is suggested that you print screen so that you will have the directions as to how to move around in the list and how to "quit" the list!

If you have questions, call Dick Medell at Scats 225-2048.

VCCA CONVENTION OFFICE

The VCCA will use the services of Brenden and Associates, Inc. to facilitate the 1991 VCCA annual convention to be held at the Richmond Marriott on October 11-13, 1991.

The following information is provided for your reference:

Brenda Ferguson, President
Brenden and Associates, Inc.
11011 Trade Road (Suite 205)
Richmond, Virginia 23236

Phone: (804) 379-9470

*Fax: (804) 379-3095

*Please do not use fax unless you are on a deadline. The VCCA is billed per fax page sent and received. Please help to conserve budget funds. Thank you!

Hours: 9:00 a.m. - 5:00 p.m. Monday - Friday

Staff: Chris and Eleanor

<u>The VCCA Offices are on PROFS</u>:

General office communications: VCCAOFCE

*When you send a profs note, please identify yourself by VCCA office held and college location at the beginining of your typed information so that the staff will properly identify you in their records.

VCCA calendar for meetings: VCCAMEET

NEWSLETTER AND PUBLICATIONS

VCCA NEWSLETTER

The VCCA newsletter is published quarterly depending on the availability of funds for desktop publishing and printing costs.

News items are submitted to the VCCA Publications Coordinator using the Association working calendar dates provided. A copy of the newsletter information form is included in this section and again in the Appendix to this handbook.

Newsletter items should be sent to:

Glenda Wilkerson Lowery, VCCA Publications Coordinator
Rappahannock Community College
Warsaw Campus
P. O. Box 318
Warsaw, VA 22572

Phone: 804-333-4024
Scats: 371-2115
Fax: 804-758-3852

VCCA JOURNAL

The VCCA Journal is developed and published by the Research and Publications Commission of the Association.

For information, contact:

Celeste Sichenze, Chair
Research and Publications Commission
Northern Virginia Community College
8333 Little River Turnpike
Annandale, VA 22003

Scats: 371-3264
Fax: 703-323-3245
Profs: NVSICHC

VCCA NEWSLETTER **INFORMATION FOR PUBLICATION** **VCCA NEWSLETTER**

So that we may handle your news item properly, please help us by using this form to submit information for publication.

Please print or type and use a separate form for each news item. Please attach additional sheets if necessary. We appreciate your support of the VCCA! Thank you!

Submit news to: **Glenda S. Wilkerson Lowery**
VCCA Publications Coordinator
Rappahannock Community College
P. O. Box 318
Warsaw, VA 22572

Phone: (804) 333-4024
Scats 371-2115
Fax: (804) 758-3852

Date article submitted: _____

Your deadline for publication: _____

Person submitting news: _____

VCCA Office/Commission: (if applicable) _____

_____

College/Organization: _____

Campus (if applicable): _____

VCCS phone: SCATS _____

Non-Scats phone: (____) _____ Ext:_____

FAX phone: (____) _____

PROFS I. D. _____

NEWS ITEM TITLE: _____
_____
_____
_____
_____

(Please attach news article copy to this form. Use one form per news article that you want published.) Thank you!

VCCA 1990: Leading Higher Education Professionals into the future.

Planned Publications for 1990:

Letterhead – the *new and improved letterhead*, which has been completed, was printed with the same teal and burgundy colors as used on the convention materials.

Newsletters – the 1990 newsletters will follow a similar format as previous issues. New ink colors and papers are being considered.

Computer-buy Promotion – will promote special programs that IBM and Tandy are offering VCCA members.

VCCA Handbook – will explain purpose of organization and member benefits.

VCCA Directory – a member list with names, addresses, and positions held in the VCCA and/or VCCS.

VCCA Brochure – to promote the VCCA and thereby increase membership.

1990 Convention Promotion – will give a preview of the 1990 convention and include a registration form.

1990 Convention Registration Packet – will be similar to 1989 packet.

1990 Convention Materials – will include convention guide, luncheon and dinner programs, and other miscellaneous printed convention materials.

VCCS PROFESSIONAL DEVELOPMENT GRANT PROPOSALS

General Information and Procedures

Virginia Community Colleges Association

Professional Development Proposal Guidelines

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Introduction

As the body designated by the Chancellor to serve as the coordinating group through which state-appropriated funds for community college professional development be channeled, the Executive Committee believes that a criteria for funding statement is necessary. Such a statement will be the standard by which funding requests are evaluated. Applications are now being accepted for the fiscal year July 1, 1989 to June 30, 1990.

Purpose

The grant program is part of the Association's purpose to promote the development and advancement of community college education in Virginia. To this end, the Executive Committee will look with favor on proposed programs which:

- identify and study needs and problems of Virginia's community colleges and communicate these to appropriate agencies and groups.
- promote the best possible conditions for professional service and growth.
- encourage the involvement of all interested individuals and groups in a cooperative effort to improve Virginia community colleges and the programs and services they provide.
- encourage the development and maintenance of a beneficial climate for excellence in teaching and learning and college support services within a framework of academic freedom and professional responsibility and ethics.
- provide media for communication about and among the community colleges of Virginia.
- benefit community college personnel from more than one institution.

Rules of Eligibility

1. Membership in the Association is required before the applicant will be considered for funding.
2. All funding requests must be submitted on Association forms obtained from Commission chairs, contact persons and the Executive Committee.
3. Duplicate projects will not be funded. Colleges proposing the same project, service or performance will be encouraged to develop a joint proposal.
4. Projects already completed and/or fully funded will not be considered for funding.
5. There are no limitations because of age, color, creed, nationality, religion, sex or handicap.

Operation

The Executive Committee is seeking participants from a broad range of interests and perspectives. All programs should promote the community college mission within the Commonwealth and be designed primarily for and be carried through by community college personnel. Proposals will be submitted originally to the Executive Committee through the President of the VCCA.

The Executive Committee invites the development of programs which will enhance the mission of the community college through proposals for workshops, panel or roundtable discussions, forums or other preferred formats. Suggested topics might include the following:

- innovations in teaching or service
- educational partnerships
- administrative/faculty/support staff/student relationships
- institutional policies
- work environment
- future of the community college
- innovations in professional activity
- international studies
- community college development
- telecourses
- writing across the disciplines
- adjunct faculty development
- communication skills
- stress management
- student development
- alumni programming
- special student populations
- student assessment and intake procedures
- financial aid
- innovations in office technology
- student retention

Deadlines

Applications must be submitted to the Executive Committee through the President of the VCCA. Applicants are encouraged to consult with the appropriate commission prior to submitting a completed proposal. Proposals submitted prior to October 12, 1989, should be sent to:

Dr. Pam Turner
VCCA President
c/o Thomas Nelson Community College
P.O. Box 9407
Hampton, VA 23670
FAX: 804/825-2854
SCATS: 564-2828

After October 12, 1989 and until March 1, 1990, proposals should be submitted to:

Dr. Cheryl Creager
VCCA President
c/o Tidewater Community College
1428 Cedar Road
Chesapeake, VA 23320
FAX: 804/547-1702
SCATS: 547-9271, ext. 217

Instructions

1. Submit an original and nine copies of the attached application, with necessary attachments, to the Executive Committee through the President of the VCCA.
2. The requests will be considered by the Executive Committee at the next regularly scheduled Executive Committee meeting.
3. Any action on a grant proposal will be reported, in writing, to grant applicant(s) within one week of the decision of the Executive Committee. Funds for the project will be administered by the Executive Committee.
4. If a grant is approved, all publicity regarding funded programs must carry the following statement:

   "This program is funded in part by the Virginia Community Colleges Association."

5. In consultation with the VCCA treasurer, it is the responsibility of the project director to expend grant funds according to all Commonwealth of Virginia fiscal regulations.
6. Any proposed changes in a funded project must be submitted, in writing, to the President of the Virginia Community Colleges Association. The Executive Committee will then review, approve or reject the change at its next regularly scheduled meeting.
7. Use the application and proposed budget as pages one and two of the proposal.
8. Attach any cover letters of support from your institution at the end of the proposal.

9. Executive Committee has final approval or disapproval of all grant proposals.

Evaluation

Upon completion of the project, the director will submit a summation project evaluation to the VCCA President.

Budget Guidelines

General Provisions

Obligation

Each commission or group that is awarded a grant is bound to the award in accordance with the terms agreed upon with the VCCA Executive Committee.

Termination of Awards

In the event that a recipient fails to meet any of the provisions of the agreement, the VCCA Executive Committee may terminate that group's award.

Modifications

The terms of the agreement can only be modified by the Executive Committee of the VCCA.

Fiscal Provisions

Approved Budget

Unless amended in writing by the Executive Committee, the total budget approved for the recipient's proposal is that which is specified in writing by the Executive Committee.

Limitations on Use of Award

Funds can only be obligated during the award period specified. In all cases, funds must be expended by May 15 of the award year. All expenditure documents must be sent to the VCCA Treasurer by June 1.

Awarded funds may be expended only for approved budget items. Expenditures must be in accordance with the Commonwealth of Virginia's Procurement Guidelines and Commonwealth of Virginia's Comptroller's regulations and procedures.

Funds cannot be used to pay for individual college's indirect costs; entertainment, alcoholic beverages or other expenses not covered or allowable by the grant funding.

Records

Commissions or groups must maintain records consistent with Procurement Procedures and expenditure documentations. A detailed report must be sent to the VCCA Treasurer when submitting vouchers for payment. Documentation must include any registration fees collected and distribution of expenditures of such fees.

Expenditure Report

The recipient agrees to submit an expenditures report with the program report.

Requests for Payment

Expenditures must be submitted to the VCCA Treasurer on state combo forms and travel vouchers. All supporting documentation must be attached with original receipts. Requests for payments must be approved by the individual responsible for the award. It is suggested that the recipient contact the college's Business Office for assistance in completing the required payment vouchers.

Any unauthorized expenditures will be denied.

Means of Payment

Payments are made by the Treasurer of Virginia. Checks should be received within three weeks after they have been sent to the VCCA Treasurer. The *Prompt Payment Act* will be enforced. All invoices must be paid within 30 days of receipt of bill from the vendor.

Allowable & Non-allowable Expenditures

Honoraria

Allowable—Honorariums may be paid to professionals who are not employees of the Commonwealth of Virginia. A maximum allowable honorarium is $1,000 per day per person. A contract must be presented to the VCCA Treasurer for approval by the State Attorney General's Office prior to the commitment of service.

Non-allowable—Honorariums made payable to Commonwealth of Virginia employees.

Fees for services not connected with an approved budget or activity.

Fees for services which were not performed.

Travel & Lodging

Requests must be consistent with state policies and procedures.

Allowable—Travel for speakers will include mileage (24¢ per mile), lodging, meals and other transportation costs, which must be reasonable for the area.

Non-allowable—Travel expenses for participants to attend meetings or workshops.

Food Services

Funds may be used to provide coffee breaks or refreshments for group participants in travel status, but not individual meals.

Hotel & Meeting Room Expense

Meeting room charges are allowable. Grantee should make every possible effort to negotiate meeting room charges at no cost. Hotels usually waiver room charges, depending on the number of sleeping rooms booked or catering services being provided.

Rental cost for equipment will be covered if equipment cannot be obtained any other way. Whenever possible, audio/visual equipment should be obtained from a local community college.

Supplies

Allowable—Funds may be used to purchase only those supplies necessary to carry out the activity.

Supplies may include instructional material and books.

Non-allowable—Name badges are not allowable, but can be obtained from registration fees collected.

Stationery and envelopes can be obtained from VCCA Secretary.

Printing

Funds may be used to print brochures promoting the activity.

Printing should not exceed $1,200, and three documented telephone bids must be obtained for bids over $500. One bid under $500 is required.

Purchasing of printing services must follow state procurement guidelines.

Other Non-Allowable Costs

Duplication costs incurred at the colleges for registration forms, brochures, etc.

Postage for all mailouts.

All telephone calls made in connection with activity.

Sample Budget for Cost Share/In-Kind Matching

	Cost Share Funds Requested	In-Kind Match	Total
Salaries		$150	$ 150
Stipends/honoraria	400	200	600
Travel/subsistence of speaker	400		400
Coffee breaks for participants at $10/person	400		400
Promotion		100	100
Printing		100	100
Postage		25	25
Rental equipment		250	250
Total project costs	$1,200	$825	$2,025

Registration fee of $15 per participant would pay the additional $200 honorarium for speaker and partial or all of the salary of the director. Additional cost-share should be absorbed in the operating expense of the college.

Professional Development Grant Reimbursement

Information to provide the VCCA Treasurer:

Expenses for the Presenter

Honorarium—Social Security number and written documentation of offer and acceptance.

Other Expenses—Itemize in memo of approval to pay from local sponsor. Include all available receipts.

No VCCS forms are required. The VCCA Treasurer will prepare official paperwork for the VCCS.

Expenses for Materials

Itemize in memo of approval to pay from local sponsor.

Include receipts and invoices.

Indicate to whom payment is to be made.

Registration College

Preferred—receipt through local sponsor and send one check payable to VCCA.

Alternative—send all income to VCCA Treasurer.

Memo explaining what was collected for what purpose and how to apply to expenses incurred.

VCCA Professional Development Proposal Application

Submitted on.....

Project director & address.....

.....

.....

.....

Institution .....

Title of project .....

Date of project .....

Location of project .....

Funds requested .....

Names & positions of those who developed the project .....

.....

.....

.....

Scheduled participants .....

.....

Detailed description of proposed project (should entail no more than four or five typewritten pages, double-spaced, one side only).

ANNUAL CONVENTION

General Information

VCCA CONVENTION

Dates and Tentative Sites

October 11-13, 1990	Richmond Marriott
October 11-12, 1991	Reston-Northern Virginia or Alternate Norfolk/Va Beach area
October 8-10, 1992	Roanoke Marriott and Sheraton if both hotels will block space
October 7-9, 1993	Richmond Hyatt
October 6-8, 1994	Norfolk/Va Beach area
October 5-7, 1995	Northern Virginia
October 3-5, 1996	Roanoke Depending on space available

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Brenden and Associates, Inc.
11011 Trade Road (Suite 205)
Richmond, Virginia 23236

Phone: (804) 379-9470

*Fax: (804) 379-3095

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Hours: 9:00 a.m. - 5:00 p.m. Monday - Friday

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VCCA calendar for meetings: VCCAMEET

PRECONVENTION PROGRAM AND CONCURRENT SESSION PROGRAM PROPOSALS
VIRGINIA COMMUNITY COLLEGES ASSOCIATION CONVENTION
October 11-13, 1990
Richmond Marriott

GENERAL INFORMATION

The success of the VCCA convention depends upon the programs offered during the preconvention and concurrent sessions. For many it is the one opportunity to experience professional development activities during the year. Please use this guideline to submit your program proposal. Provide complete information and attach additional sheets if necessary.

The preconvention programs should be at least two hours in length and can be a maximum of three hours. Each concurrent session is scheduled for fifty minutes. Some concurrent sessions will be scheduled twice to allow for greater choice of times.

Please prepare a separate form for EACH program that you plan to present. Separately structured information will help us to sort and work with your material. Please do NOT combine programs on one form or by using one letter or memorandum to describe them.

Advance approval from the VCCA Executive Committee through the President Elect/Convention Chair is required if anyone on your program who is not a VCCS employee will require reimbursement for travel, meals, or fees! Due to budget constraints, last minute requests to "cover a presenter's expenses" cannot be accommodated. The VCCA does not waive convention registration or pay expenses for any VCCS employee or student attending the VCCA convention.

Program coordinators have the responsibility to provide program presenters who are not VCCA members with all convention registration and hotel lodging information. Hotel reservations will not be made for your presenters. Presenters are your guests!

If a program will be sponsored by a Commission of the Association, the program coordinator must contact the appropriate Commission Chair and obtain approval prior to submitting the proposal for consideration by the VCCA Executive Committee. The Commission Chair should notify the Convention Chair that the program is approved for Commission sponsorship. Sponsorship is not required, but where budget funds are needed to offset a non-VCCS person's expenses, the Commission may be willing to allocate part of its yearly budget to cover costs.

Please return your proposal on or before April 16, 1990. If you need more information, please call. Type or print your information clearly. Due to deadlines for desktop publishing and printing, program proposals cannot be accepted after April 16, 1990.

Proposals with incomplete information will be returned.

VCCA Convention Program Proposal Form

There is limited space available for scheduling programs. Please submit your program proposals early. The Convention Committee wants to be sure that your program is handled correctly! Thank you!

TYPE OF PROGRAM ____ Preconvention Seminar/Workshop ____ Concurrent Session

Will you repeat your Concurrent Session program if asked?

____ Yes ____ No

---

1. Submitted by: _____

   Position: _____

   Office: _____

   College: _____ Campus: _____

   Phone: (____) _____ Home: (____)_____

   Fax: (____) _____
   Scats: _____ Profs ID: _____

2. Sponsoring VCCA Commission: _____
   (if applicable) _____

   Prior approval from the Commission Chair is required before a program can be listed as "sponsored by" a VCCA Commission. Please obtain prior approval and indicate below if your program has been approved in advance:

   ____ Program has been approved by sponsoring Commission

3. Title of Program: _____

   *Type title exactly as you want it published in preconvention and convention printed materials. Be sure to indicate which words you want capitalized in the title.

4. Estimated attendance per session: _____

   *This will be a guess, but we need to have an idea as to the size room you may need.

VCCA Convention Program Proposal Form

5. Please provide the following information on your attachment sheets. Be as specific as possible. This information will be used to plan your program needs with the hotel and to prepare published information on your program.

A. List of presenters, titles, institutions, and complete address and phone contact information for each

*Indicate Dr/Mr/Mrs/Ms/Miss for each person

*Give correct job title (don't guess) for each person

*Provide mailing address, phone/scats for each person so that presenters may be contacted

*Label what each person will "do" (moderator, panelist, or presenter)

*Complete information is needed for those on your program so that we may communicate with them; your help is needed to get names/titles spelled correctly!

B. List of audio visual equipment requirements

*You should plan to bring overhead projectors and slide projectors with slide trays and extension cords and flip chart stands/paper/markers

*Rooms will have a projection screen provided

*Include requests for lecterns and microphones

*Indicate type/tape size on any VCR equipment needs

Please plan your audio visual needs carefully. Rental of a/v equipment is expensive. Last minute requests cannot be accommodated.

C. Space/seating arrangements preferred

We will make every effort to arrange the room as you request. However, with many programs it may be necesary to set the room up for a standard seating arrangement.

*Describe specifically the room set up you prefer (head table with chairs, theater style with rows, or classroom style with writing tables)

*Hotel will provide table for a/v equipment set up, literature/handout table, and table with water/glasses

VCCA Convention Program Proposal Form

D. A description of the program (100 words or less)

*This description will be used to explain the basic program you intend to present and will help us to understand the content so that we may avoid duplications when reviewing program proposals.

*Attach outline or other supporting information if appropriate to describe your program content.

E. An abstract (PR brief) of no more than two paragraphs including a statement at the end indicating "who should attend" your program.

*See 1989 Convention Guide Book as a sample

*This brief will be used in the VCCA preconvention newsletter to promote your program and to interest people in attending and will be printed in the convention book.

*The Convention Committee will not write, rewrite, or edit your abstract. Please be sure that it describes and appropriately reflects you, your program content, and your institution.

---

*Program proposals cannot be accepted after April 16 as time must be allowed to review each program, determine budget needs to fund each, and prepare copy for printing on early deadlines.

---

*If you have questions or need clarification on any item, please ask! Thank you for your support of the VCCA convention!

PLEASE RETURN THIS FORM AND ATTACHMENT SHEETS BY APRIL 16, 1990 TO:

Don Hayes, VCCA President Elect and 1990 Convention Chair
Northern Virginia Community College-Loudoun Campus
1000 Harry Flood Byrd Highway
Sterling, VA 22170

PHONE: (703) 450-2547 SCATS: 450-2547
FAX: (703) 450-2536 PROFS: NVHAYED

ASSOCIATION MANAGEMENT SERVICES

VCCA CONVENTION OFFICE

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VCCA calendar for meetings: VCCAMEET

VCCA COMPUTER BUY DISCOUNT PROGRAM

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

Blue Ridge
Central Virginia
Dabney S. Lancaster
Danville
Eastern Shore
Germanna
J. Sargeant Reynolds
Downtown
Parham Road
Western
John Tyler
Lord Fairfax
Mountain Empire
New River
Northern Virginia
Alexandria
Annandale
Loudoun
Manassas
Woodbridge
Patrick Henry
Paul D. Camp
Piedmont Virginia
Rappahannock
Glenns
Warsaw
Southside Virginia
Christanna
John H. Daniel
Southwest Virginia
Thomas Nelson
Tidewater
Chesapeake
Portsmouth
Virginia Beach
Virginia Highlands
Virginia Western
Wytheville
VCCS Offices

VCCA COMPUTER BUY DISCOUNT PROGRAM ANNOUNCED!

Students, faculty and staff who are VCCA members are invited to participate in a discount program to purchase a variety of personal computers, software, and supplies.

Your faculty/staff or student membership entitles you to access this VCCA member benefit. Only current VCCA members may participate in this discount program.

Discounts of 20% from Tandy and 40% from IBM have been negotiated by the VCCA Executive Committee. Currently we are negotiating with Apple to determine if they will join the list of vendors willing to extend VCCA member discounts. Other manufacturers are invited to submit proposals to participate.

Only VCCA members who are students or employees of the Virginia Community College System may participate. Each VCCA Contact has copies of the VCCA Computer Buy Discount Program application forms or phone/fax to Cheryl Creager for application forms.

If you are not a member of the VCCA, talk with your VCCA Contact and get a membership application. The VCCA membership year is July 1 through June 30.

For information on Tandy/Radio Shack or IBM product lists, contact:

T. J. Morgan, Educational Representative
Tandy/Radio Shack Computer Center
5731 Poplar Hall Drive, Norfolk, VA 23502
Phone: 804-461-0798 Fax: 804-466-7304

Doug Moore, IBM Representative
IBM Corporation
Branch Office MK2 9th Floor
1051 E. Carey Street
Richmond, VA 23219
Phone: 804-697-2260 Fax: 804-697-2492

Don't miss this excellent opportunity to purchase your first PC or to upgrade your current system at very substantial discounts through the VCCA!

Cheryl W. Creager VCCA President 1989-90
Tidewater Community College 1428 Cedar Road Chesapeake, Virginia 23320
Phone: (804) 547-6271 Fax: (804) 547-1702 Scats: 842-1217 Profs: tccreac

VIRGINIA COMMUNITY COLLEGES ASSOCIATION
COMPUTER BUY DISCOUNT PROGRAM

APPLICATION TO PURCHASE TANDY/RADIO SHACK COMPUTERS

Name of Purchaser: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: Home: ( ) _____ Work: ( ) _____

Name of Community College: _____ Campus: _____

Current Status: ___ Student ___ Faculty/Staff

Verification of Status: A & R signature to validate student status; Business Office signature to validate employee status. Verified by:

_____

Name of Tandy/Radio Shack Representative: _____

Store Address: _____

_____

Store Telephone: ( ) _____ Fax: ( ) _____

PURCHASER:

Please enclose your check, payable to the VCCA, in the amount of $30 to cover processing fee. To insure proper credit, note on your check "for Tandy PC." (If you are not currently a VCCA member, add $5 for faculty/staff or $1 for student dues and enclose a VCCA membership form. Membership forms are available from your VCCA College Contact.) Thank you!

By completing this application, you represent that (1) you are the end user and (2) the machines and/or programs are being acquired for your own use and not for the purpose of remarketing. However, in no event may you remarket the machine and/or programs ordered for a period of one year following the date of their receipt.

_____ Date: _____
Signature of Purchaser

DEALER: Mail original application with purchaser's check for processing fee to Dr. Cheryl W. Creager, VCCA President, Tidewater Community College, 1428 Cedar Road, Chesapeake, VA 23320 Phone: (804) 547-9271, x217 Fax: (804) 547-1702 RETAIN A COPY FOR YOUR FILE!

Accepted by: _____ Date: _____
VCCA Authorized Representative

PLEASE FILL OUT REVERSE SIDE OF FORM

RADIO SHACK ORDER AUTHORIZATION FORM
(FOR FACULTY, STAFF or STUDENT PURCHASE)

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

Radio Shack Authorization Number TC030069

NAME _____

SOCIAL SECURITY NUMBER _____

LOCAL ADDRESS _____

LOCAL TELEPHONE NUMBER _____

I certify that I am presently a (check one) _____Faculty, _____Staff, _____Student member at the INSTITUTION and I am entitled to a 20% price reduction off current published permanent retail price. I am authorized to purchase one CPU, along with related peripherals, accessories, and to acquire a license to software packages, under the terms of an Agreement between this INSTITUTION and RADIO SHACK. I certify that these products are for my personal use for academic improvement and will not be resold by me for a period of one year from the date the product is delivered.

Signature_____

Date_____

Verified as: Faculty _____ Staff _____ Student_____ I.D. Number_____

_____
INSTITUTION Authorized Signature

_____
Date

This ORDER AUTHORIZATION FORM valid at all RADIO SHACK STORES.

Attention Radio Shack Computer Center Personnel: Please be sure all information on this form has been completed. Sign below, enter the date and your unit number. Enter the sales transaction into your POS System, using the Radio Shack Authorization Number to validate the price reduction for the F-168 portion. Attach this form to a copy of the sales receipt and file this detail for Accounting and Loss Prevention purposes.

Attention Radio Shack Consumer Store Personnel: Please be sure all information on this form has been completed. Sign below, enter the date and your unit number. Attach this form and a copy of the sales receipt to a Form F-168 and mail to your Accounting Department in Fort Worth. Accounting will not accept an F-168 that arrives 30 days or more after the date of sale.

_____ _____ _____
Manager's Signature Unit Number Date

EXPIRES 10/01/90 No. 03331

PLEASE FILL OUT REVERSE SIDE OF FORM

VIRGINIA COMMUNITY COLLEGES ASSOCIATION
COMPUTER BUY DISCOUNT PROGRAM

APPLICATION TO PURCHASE IBM PS/2 COMPUTERS UNDER THE IBM EPC PROGRAM

Name of Purchaser: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: Home: ( ) _____ Work: ( ) _____

Name of Community College: _____ Campus: _____

Current Status: ___ Student ___ Faculty/Staff

Verification of Status: A & R signature to validate student status; Business Office signature to validate employee status. Verified by:

_____

Name of Certified IBM Education Dealer: _____

Dealer's Address: _____

_____

Dealer's Telephone: ( ) _____ Fax: ( ) _____

PURCHASER:

Please enclose your check, payable to the VCCA, in the amount of $30 to cover processing fee. To insure proper credit, note on your check "for IBM PC." (If you are not currently a VCCA member, add $5 for faculty/staff or $1 for student dues and enclose a VCCA membership form. Membership forms are available from your VCCA College Contact.) Thank you!

By completing this application, you represent that (1) you are the end user and (2) the machines and/or programs are being acquired for your own use and not for the purpose of remarketing. However, in no event may you remarket the machine and/or programs ordered for a period of one year following the date of their receipt.

_____ Date: _____
Signature of Purchaser

DEALER: Mail original application with purchaser's check for processing fee to Dr. Cheryl W. Creager, VCCA President, Tidewater Community College, 1428 Cedar Road, Chesapeake, VA 23320 Phone: (804) 547-9271, x217 Fax: (804) 547-1702 RETAIN A COPY FOR YOUR FILE!

Accepted by: _____ Date: _____
VCCA Authorized Representative

APPENDICES

APPENDIX A

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

Blue Ridge
Central Virginia
Dabney S. Lancaster
Danville
Eastern Shore
Germanna
J. Sargeant Reynolds
Downtown
Parham Road
Western
John Tyler
Lord Fairfax
Mountain Empire
New River
Northern Virginia
Alexandria
Annandale
Loudoun
Manassas
Woodbridge
Patrick Henry
Paul D. Camp
Piedmont Virginia
Rappahannock
Glenns
Warsaw
Southside Virginia
Christanna
John H. Daniel
Southwest Virginia
Thomas Nelson
Tidewater
Chesapeake
Portsmouth
Virginia Beach
Virginia Highlands
Virginia Western
Wytheville
VCCS Offices

AN INVITATION TO JOIN THE VCCA

Name: _____

Title/Position: _____

College or Organization: _____

Address: _____

_____ Zip_____

Office Phone: (____) _____ Ext_____

VCCS Seats: _____

Fax: (____) _____ Ext_____

Home address: _____

_____ Zip_____

Home Phone: (____) _____

Commission Interest(s) _____
_____
_____

Please indicate your interest in serving the VCCA as:

_____ Voting Delegate to the annual convention
_____ Commission representative
_____ Commission leadership position
_____ College/Campus Contact
_____ Candidate for VCCA Executive Committee
_____ Volunteer for VCCA committees
_____ Liaison for Alumni activities
_____ Exhibitor at the annual convention
_____ Sponsor of VCCA programs and/or events
_____ Other (please describe) _____
_____
_____

Cheryl W. Creager VCCA President 1989-90
Tidewater Community College 1428 Cedar Road Chesapeake, Virginia 23320
Phone: (804) 547-8271 Fax: (804) 547-1702 Scats: 843-1217 Profs: tccreac

VCCA Membership Application

Membership Dues Categories
Please indicate your appropriate classification.

____	Student	$1.00 per year
____	*Associate	1.00 per year
____	Staff	$5.00 per year
____	Faculty Ranked Personnel	5.00 per year
____	Institutional	See table below

FTE Enrollment	Institutional Dues
0 - 500	$ 200.00
501 - 1,000	300.00
1,001 - 2,000	400.00
2,001 - 3,000	500.00
3,001 - 5,000	700.00
5,001 - 7,000	800.00
7,001 - up	900.00

***Associate Membership**

Associate member status is extended to "friends of the Virginia Community College System" and at this time includes former students, members of Boards, spouses of members, other professional educators, and/or those (an individual or organization) who have an interest in the future of the VCCS and the VCCA.

You are cordially invited to join with us in supporting the work of the Association. Thank you!

****

AMOUNT ENCLOSED: $_____ Date: _____

Please make your check payable to the VCCA; return it with the completed form to your College Contact or to:

Neil F. Murphy, VCCA Treasurer 1989-90
Virginia Highlands Community College
P. O. Box 828 Abingdon, VA 24210
Phone: (703) 628-6094 Scats: 676-5484
Fax: (703) 628-7576 Profs: VHMURPN

WHAT IS THE VCCA? WHY SHOULD I JOIN?

The Virginia Community Colleges Association (VCCA) is your own professional association for community college personnel, students, alumni, board members, and "friends of the VCCS" in Virginia!

Membership in the VCCA offers you the opportunity to have an active part in the identification and examination of the ever changing needs of our 23 community colleges and to communicate those needs to the appropriate agencies and groups.

VCCA members are very proud of the students, faculty, staff, alumni, and board members at our community colleges and we feel that our students and fine professionals deserve the best opportunity for professional development and growth. The VCCA advocates developing and maintaining a beneficial climate for excellence in teaching and learning within a framework of academic freedom and professional responsibility and ethics.

VCCA members have imagination. They imagine a future with the Virginia Community College System (VCCS) ranking first in the nation in innovative curricula, student retention and success, services, organizational development, and personnel programs and policies.

VCCA members want VCCS tuition to be among the lowest in the country and want the ease of transfer between two-year and four-year colleges in Virginia to set the standard for other states.

VCCA members have a vision of a time when VCCS institutions, personnel, and students will receive at least equal recognition by fellow institutions and educators in higher education in Virginia and a more proportionate share of higher education dollars from the legislature and the business community.

VCCA members believe that the personnel of the largest college in the Commonwealth should receive higher salaries so that the VCCS can continue to retain and recruit the best administrative talent, the best teaching faculty, and the best support staff personnel to lead, teach, and support those Virginia community colleges that will have the largest impact on economic growth and technological advancement in Virginia.

VCCA needs each of you to become involved with the Association. Your support of and commitment to the objectives of the VCCA will make the difference in our degree of success! We need your help to promote Virginia's community colleges and to insure that all citizens have the opportunity to access higher education. Your support of the Association will allow us to work toward achieving the full potential of community college education in Virginia.

Share the vision and get involved! Join the VCCA! Thank you.

Virginia Community Colleges Association Information for Students

Students are invited to join the VCCA!

WHAT IS THE VCCA? WHY IS STUDENT SUPPORT IMPORTANT?

The VCCA is the only state-wide Association that represents Virginia Community College System students, alumni, employees, and those who think Virginia's community colleges are important! The Association has many relevant goals that you may want to support:

1. To continue to promote community college education in Virginia and to work toward improving the quality of our programs

2. To work cooperatively with the Virginia Community College System to support legislative issues that affect community colleges, our students, and employees.

3. To offer the opportunity for students to participate (Student Government Commission) in state-wide professional development programs and to network with other students and community college faculty, staff, and administrators across the Commonwealth of Virginia

4. To offer a forum for individual and group presentation of ideas, opinions, and issues and the opportunity to be heard

5. To engender an atmosphere of cooperation among students, faculty, and staff and to cultivate the opportunity to effect changes

6. To focus on issues of lower tuition, ease of transfer between two- and four-year colleges, innovative curricula, student retention and success, college services, and facilities

7. To seek a greater proportionate share of state tax dollars and business/industry dollars for Virginia's community colleges

VCCA Student Information

8. To seek attention for salary scales for community college personnel in order to continue to recruit and retain the highest qualified and most competent faculty, administrative staff, and support staff

9. To identify and implement an array of "member services" to include discount programs on computer purchases, legal services, insurance programs, travel services, and others recommended by the VCCA membership

10. To INVOLVE community college students, alumni, and personnel in ACTIVE support of the Association so that it may become an even more viable organization

If these goals interest you, please consider joining the Virginia Community Colleges Association (VCCA) as a Student ($1.00/year) member. The dues are low to make membership accessible to all students.

To join, fill out the VCCA Membership Application, enclose your $1.00 dues and give the envelope to your VCCA College/Campus Contact person identified below.

Share the vision! Your support can make a difference! Join the VCCA!

Please complete your VCCA membership application, attach $1.00 for Associate category dues, and return it to the VCCA Contact person indicated below. Thank you!

VCCA Contact Name: _____

College: _____

Campus: _____

Office Location: _____

ephone: _____ Extn: _____

APPENDIX B

9. Executive Committee has final approval or disapproval of all grant proposals.

Evaluation

Upon completion of the project, the director will submit a summation project evaluation to the VCCA President.

Budget Guidelines

General Provisions

Obligation

Each commission or group that is awarded a grant is bound to the award in accordance with the terms agreed upon with the VCCA Executive Committee.

Termination of Awards

In the event that a recipient fails to meet any of the provisions of the agreement, the VCCA Executive Committee may terminate that group's award.

Modifications

The terms of the agreement can only be modified by the Executive Committee of the VCCA.

Fiscal Provisions

Approved Budget

Unless amended in writing by the Executive Committee, the total budget approved for the recipient's proposal is that which is specified in writing by the Executive Committee.

Limitations on Use of Award

Funds can only be obligated during the award period specified. In all cases, funds must be expended by May 15 of the award year. All expenditure documents must be sent to the VCCA Treasurer by June 1.

Awarded funds may be expended only for approved budget items. Expenditures must be in accordance with the Commonwealth of Virginia's *Procurement Guidelines* and Commonwealth of Virginia's Comptroller's regulations and procedures.

Funds cannot be used to pay for individual college's indirect costs: entertainment, alcoholic beverages or other expenses not covered or allowable by the grant funding.

Records

Commissions or groups must maintain records consistent with *Procurement Procedures* and expenditure documentations. A detailed report must be sent to the VCCA Treasurer when submitting vouchers for payment. Documentation must include any registration fees collected and distribution of expenditures of such fees.

Expenditure Report

The recipient agrees to submit an expenditures report with the program report.

Requests for Payment

Expenditures must be submitted to the VCCA Treasurer on state combo forms and travel vouchers. All supporting documentation must be attached with original receipts. Requests for payments must be approved by the individual responsible for the award. It is suggested that the recipient contact the college's Business Office for assistance in completing the required payment vouchers.

Any unauthorized expenditures will be denied.

Means of Payment

Payments are made by the Treasurer of Virginia. Checks should be received within three weeks after they have been sent to the VCCA Treasurer. The *Prompt Payment Act* will be enforced. All invoices must be paid within 30 days of receipt of bill from the vendor.

Allowable & Non-allowable Expenditures

Honoraria

Allowable—Honorariums may be paid to professionals who are not employees of the Commonwealth of Virginia. A maximum allowable honorarium is $1,000 per day per person. A contract must be presented to the VCCA Treasurer for approval by the State Attorney General's Office prior to the commitment of service.

Non-allowable—Honorariums made payable to Commonwealth of Virginia employees.

Fees for services not connected with an approved budget or activity.

Fees for services which were not performed.

Travel & Lodging

Requests must be consistent with state policies and procedures.

Allowable—Travel for speakers will include mileage (24¢ per mile), lodging, meals and other transportation costs, which must be reasonable for the area.

Non-allowable—Travel expenses for participants to attend meetings or workshops.

Food Services

Funds may be used to provide coffee breaks or refreshments for group participants in travel status, but not individual meals.

Hotel & Meeting Room Expense

Meeting room charges are allowable. Grantee should make every possible effort to negotiate meeting room charges at no cost. Hotels usually waiver room charges, depending on the number of sleeping rooms booked or catering services being provided.

Rental cost for equipment will be covered if equipment cannot be obtained any other way. Whenever possible, audio/visual equipment should be obtained from a local community college.

Supplies

Allowable—Funds may be used to purchase only those supplies necessary to carry out the activity.

Supplies may include instructional material and books.

Non-allowable—Name badges are not allowable, but can be obtained from registration fees collected.

Stationery and envelopes can be obtained from VCCA Secretary.

Printing

Funds may be used to print brochures promoting the activity.

Printing should not exceed $1,200, and three documented telephone bids must be obtained for bids over $500. One bid under $500 is required.

Purchasing of printing services must follow state procurement guidelines.

Other Non-Allowable Costs

Duplication costs incurred at the colleges for registration forms, brochures, etc.

Postage for all mailouts.

All telephone calls made in connection with activity.

Sample Budget for Cost Share/In-Kind Matching

	Cost Share Funds Requested	In-Kind Match	Total
Salaries		$150	$ 150
Stipends/honoraria	400	200	600
Travel/subsistence of speaker	400		400
Coffee breaks for participants at $10/person	400		400
Promotion		100	100
Printing		100	100
Postage		25	25
Rental equipment		250	250
Total project costs	$1,200	$825	$2,025

Registration fee of $15 per participant would pay the additional $200 honorarium for speaker and partial or all of the salary of the director. Additional cost-share should be absorbed in the operating expense of the college.

Professional Development Grant Reimbursement

Information to provide the VCCA Treasurer:

Expenses for the Presenter

Honorarium—Social Security number and written documentation of offer and acceptance.

Other Expenses—Itemize in memo of approval to pay from local sponsor. Include all available receipts.

No VCCS forms are required. The VCCA Treasurer will prepare official paperwork for the VCCS.

Expenses for Materials

Itemize in memo of approval to pay from local sponsor.

Include receipts and invoices.

Indicate to whom payment is to be made.

Registration College

Preferred—receipt through local sponsor and send one check payable to VCCA.

Alternative—send all income to VCCA Treasurer.

Memo explaining what was collected for what purpose and how to apply to expenses incurred.

VCCA Professional Development Proposal Application

Submitted on .....

Project director & address .....

.....

.....

.....

Institution .....

Title of project .....

Date of project .....

Location of project .....

Funds requested .....

Names & positions of those who developed the project .....

.....

.....

Scheduled participants .....

.....

Detailed description of proposed project (should entail no more than four or five typewritten pages, double-spaced, one side only).

Virginia Community Colleges Association

Professional Development Proposal Guidelines

Introduction

As the body designated by the Chancellor to serve as the coordinating group through which state-appropriated funds for community college professional development be channeled, the Executive Committee believes that a criteria for funding statement is necessary. Such a statement will be the standard by which funding requests are evaluated. Applications are now being accepted for the fiscal year July 1, 1989 to June 30, 1990.

Purpose

The grant program is part of the Association's purpose to promote the development and advancement of community college education in Virginia. To this end, the Executive Committee will look with favor on proposed programs which:

- identify and study needs and problems of Virginia's community colleges and communicate these to appropriate agencies and groups.
- promote the best possible conditions for professional service and growth.
- encourage the involvement of all interested individuals and groups in a cooperative effort to improve Virginia community colleges and the programs and services they provide.
- encourage the development and maintenance of a beneficial climate for excellence in teaching and learning and college support services within a framework of academic freedom and professional responsibility and ethics.
- provide media for communication about and among the community colleges of Virginia.
- benefit community college personnel from more than one institution.

Rules of Eligibility

1. Membership in the Association is required before the applicant will be considered for funding.
2. All funding requests must be submitted on Association forms obtained from Commission chairs, contact persons and the Executive Committee.
3. Duplicate projects will not be funded. Colleges proposing the same project, service or performance will be encouraged to develop a joint proposal.
4. Projects already completed and/or fully funded will not be considered for funding.
5. There are no limitations because of age, color, creed, nationality, religion, sex or handicap.

Operation

The Executive Committee is seeking participants from a broad range of interests and perspectives. All programs should promote the community college mission within the Commonwealth and be designed primarily for and be carried through by community college personnel. Proposals will be submitted originally to the Executive Committee through the President of the VCCA.

The Executive Committee invites the development of programs which will enhance the mission of the community college through proposals for workshops, panel or roundable discussions, forums or other preferred formats. Suggested topics might include the following:

- innovations in teaching or service
- educational partnerships
- administrative/faculty/support staff/student relationships
- institutional policies
- work environment
- future of the community college
- innovations in professional activity
- international studies
- community college development
- telecourses
- writing across the disciplines
- adjunct faculty development
- communication skills
- stress management
- student development
- alumni programming
- special student populations
- student assessment and intake procedures
- financial aid
- innovations in office technology
- student retention

Deadlines

Applications must be submitted to the Executive Committee through the President of the VCCA. Applicants are encouraged to consult with the appropriate commission prior to submitting a completed proposal. Proposals submitted prior to October 12, 1989, should be sent to:

Dr. Pam Turner
VCCA President
c/o Thomas Nelson Community College
P.O. Box 9407
Hampton, VA 23670
FAX: 804/825-2854
SCATS: 564-2828

After October 12, 1989 and until March 1, 1990, proposals should be submitted to:

Dr. Cheryl Creager
VCCA President
c/o Tidewater Community College
1428 Cedar Road
Chesapeake, VA 23320
FAX: 804/547-1702
SCATS: 547-9271, ext. 217

Instructions

1. Submit an original and nine copies of the attached application, with necessary attachments, to the Executive Committee through the President of the VCCA.
2. The requests will be considered by the Executive Committee at the next regularly scheduled Executive Committee meeting.
3. Any action on a grant proposal will be reported, in writing, to grant applicant(s) within one week of the decision of the Executive Committee. Funds for the project will be administered by the Executive Committee.
4. If a grant is approved, all publicity regarding funded programs must carry the following statement:

   "This program is funded in part by the
   Virginia Community Colleges Association."

5. In consultation with the VCCA treasurer, it is the responsibility of the project director to expend grant funds according to all Commonwealth of Virginia fiscal regulations.
6. Any proposed changes in a funded project must be submitted, in writing, to the President of the Virginia Community Colleges Association. The Executive Committee will then review, approve or reject the change at its next regularly scheduled meeting.
7. Use the application and proposed budget as pages one and two of the proposal.
8. Attach any cover letters of support from your institution at the end of the proposal.

APPENDIX C

VCCA EXPENSE REIMBURSEMENT VOUCHER

So that we may accurately prepare, submit, and audit expenses for VCCA business, the following form is provided for your use. Please print in ink or type. Retain a copy of each voucher and copies of receipts for your file. Send original receipts, bills and/or invoices to the VCCA Treasurer stapled to each expense voucher.

Submit a separate voucher for each trip. VCCS guidelines for meals and other travel expenses are adhered to by the VCCA. Expenditures for other than scheduled meeting travel that would encumber VCCA funds must be approved by the VCCA President in advance of the expenditure.

Expense vouchers must be submitted to the VCCA Treasurer within ten working days after the expense is incurred. Your cooperation will assist in the timely processing of VCCA accounting activities. Thank you.

Name: _____

VCCA Office: _____

College: _____
Campus: _____

Address: _____

_____ Zip _____

Phone: (_____) _____ Ext _____
Fax: (_____) _____ Ext _____
Scats: _____

Describe type of expense and/or purpose of trip: _____

_____

_____

_____

_____

I hereby certify that expenses submitted on this voucher were incurred by me on official business of the Virginia Community Colleges Association and include only such expenses as were necessary in the conduct of Association business. Where appropriate, expenditures were approved in advance.

Signature: _____

Date submitted: _____

For office use
reviewed by: _____
VCCA Treasurer

VCCA EXPENSE VOUCHER

PREPARE WITH INK OR TYPEWRITER. USE ADDITIONAL SHEETS WHEN NECESSARY.

___ 1. DATE 19	2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY. METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED.	3. MILES TRAVELED	4. MILEAGE OR FARES	5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	6. MEALS		7. LODGING (SHOW PULLMAN SEPARATELY	8. OTHER (ITEMIZE IN SECOND COLUMN)	9. AMOUNT
					NO.	AMOUNT			
	TOTALS								
								GRAND TOTAL	

ORIGINAL

APPENDIX D

VCCA DIRECTORY LISTING FORM 1989-90

Please print or type information requested so that we may prepare an accurate and complete directory listing for you. Thank you!

Home address and phone are requested so that we may mail to you during summer session and/or provide you with timely information on member services and issues throughout the year.

The VCCA Directory data base listings will not be distributed to other than Association members.

NAME _____

Courtesy title (check one) Dr____ Mr___ Ms___ Mrs___ Miss___

Name for meeting badges _____

VCCA DATA

VCCA Office you hold (if applicable) _____

Are you a Voting Delegate to Assembly of Delegates representing your college? Yes _____ No _____

Are you a Commission Voting Delegate? If so, which Commission? _____

Are you a Commission member? Yes _____ No _____

If so, which Commission? _____

COLLEGE/ORGANIZATION DATA

Your position title:

College Faculty Rank or
Administrative Title or
Counselor/LRC Position or
Support Staff Title or
Other (outside VCCS) _____

VCCA Directory Listing

COLLEGE/ORGANIZATION DATA
(continued)

How do we find you:

College or Organization Name _____

Campus (if multi-campus) _____

Office or Academic Division _____

Office mailing address: _____

_____ Zip_____

Office phone (non-scats) (_____) _____ Ext_____

State Scats line _____ Ext_____

Fax phone (_____) _____ Ext_____

Electronic Mail PROFS ID _____

Home address _____

_____ Zip_____

Home phone (_____) _____

What issues do you think that the VCCA should address for the coming year? Please be as specific as possible and attach supplementary sheets if needed. Thank you.

PLEASE RETURN THIS FORM TO:

Sylvia Dye, VCCA Secretary
Southwest Virginia Community College
P. O. Box SVCC
Richlands, VA 24641

APPENDIX E

VCCA NEWSLETTER **INFORMATION FOR PUBLICATION** **VCCA NEWSLETTER**

So that we may handle your news item properly, please help us by using this form to submit information for publication.

Please print or type and use a separate form for each news item. Please attach additional sheets if necessary. We appreciate your support of the VCCA! Thank you!

Submit news to: **Glenda S. Wilkerson Lowery**
VCCA Publications Coordinator
Rappahannock Community College
P. O. Box 318
Warsaw, VA 22572

Phone: (804) 333-4024
Scats 371-2115
Fax: (804) 758-3852

Date article submitted: _____

Your deadline for publication: _____

Person submitting news: _____

VCCA Office/Commission: _____
(if applicable)

_____

College/Organization: _____

Campus (if applicable): _____

VCCS phone: SCATS _____

Non-Scats phone: (____) _____ Ext:_____

FAX phone: (____) _____

PROFS I. D. _____

NEWS ITEM TITLE: _____
_____
_____
_____
_____

(Please attach news article copy to this form. Use one form per news article that you want published.) Thank you!

APPENDIX F

PRECONVENTION PROGRAM AND CONCURRENT SESSION PROGRAM PROPOSALS
VIRGINIA COMMUNITY COLLEGES ASSOCIATION CONVENTION
October 11-13, 1990
Richmond Marriott

GENERAL INFORMATION

The success of the VCCA convention depends upon the programs offered during the preconvention and concurrent sessions. For many it is the one opportunity to experience professional development activities during the year. Please use this guideline to submit your program proposal. Provide complete information and attach additional sheets if necessary.

The preconvention programs should be at least two hours in length and can be a maximum of three hours. Each concurrent session is scheduled for fifty minutes. Some concurrent sessions will be scheduled twice to allow for greater choice of times.

Please prepare a separate form for EACH program that you plan to present. Separately structured information will help us to sort and work with your material. Please do NOT combine programs on one form or by using one letter or memorandum to describe them.

Advance approval from the VCCA Executive Committee through the President Elect/Convention Chair is required if anyone on your program who is not a VCCS employee will require reimbursement for travel, meals, or fees! Due to budget constraints, last minute requests to "cover a presenter's expenses" cannot be accommodated. The VCCA does not waive convention registration or pay expenses for any VCCS employee or student attending the VCCA convention.

Program coordinators have the responsibility to provide program presenters who are not VCCA members with all convention registration and hotel lodging information. Hotel reservations will not be made for your presenters. Presenters are your guests!

If a program will be sponsored by a Commission of the Association, the program coordinator must contact the appropriate Commission Chair and obtain approval prior to submitting the proposal for consideration by the VCCA Executive Committee. The Commission Chair should notify the Convention Chair that the program is approved for Commission sponsorship. Sponsorship is not required, but where budget funds are needed to offset a non-VCCS person's expenses, the Commission may be willing to allocate part of its yearly budget to cover costs.

Please return your proposal on or before April 16, 1990. If you need more information, please call. Type or print your information clearly. Due to deadlines for desktop publishing and printing, program proposals cannot be accepted after April 16, 1990.

Proposals with incomplete information will be returned.

VCCA Convention Program Proposal Form

There is limited space available for scheduling programs. Please submit your program proposals early. The Convention Committee wants to be sure that your program is handled correctly! Thank you!

TYPE OF PROGRAM ____ Preconvention Seminar/Workshop ____ Concurrent Session

Will you repeat your Concurrent Session program if asked?

_____ Yes ____ No

---

1. Submitted by: _____

   Position: _____

   Office: _____

   College: _____ Campus: _____

   Phone: (_____) _____ Home: (____)_____

   Fax: (_____) _____
   Scats: _____ Profs ID: _____

2. Sponsoring VCCA Commission: _____
   (if applicable) _____

   Prior approval from the Commission Chair is required before a program can be listed as "sponsored by" a VCCA Commission. Please obtain prior approval and indicate below if your program has been approved in advance:

   _____ Program has been approved by sponsoring Commission

3. Title of Program: _____
   _____
   _____
   _____
   _____

   *Type title exactly as you want it published in preconvention and convention printed materials. Be sure to indicate which words you want capitalized in the title.

4. Estimated attendance per session: _____

   *This will be a guess, but we need to have an idea as to the size room you may need.

VCCA Convention Program Proposal Form

5. Please provide the following information on your attachment sheets. Be as specific as possible. This information will be used to plan your program needs with the hotel and to prepare published information on your program.

A. List of presenters, titles, institutions, and complete address and phone contact information for each

*Indicate Dr/Mr/Mrs/Ms/Miss for each person

*Give correct job title (don't guess) for each person

*Provide mailing address, phone/scats for each person so that presenters may be contacted

*Label what each person will "do" (moderator, panelist, or presenter)

*Complete information is needed for those on your program so that we may communicate with them; your help is needed to get names/titles spelled correctly!

B. List of audio visual equipment requirements

*You should plan to bring overhead projectors and slide projectors with slide trays and extension cords and flip chart stands/paper/markers

*Rooms will have a projection screen provided

*Include requests for lecterns and microphones

*Indicate type/tape size on any VCR equipment needs

Please plan your audio visual needs carefully. Rental of a/v equipment is expensive. Last minute requests cannot be accommodated.

C. Space/seating arrangements preferred

We will make every effort to arrange the room as you request. However, with many programs it may be necesary to set the room up for a standard seating arrangement.

*Describe specifically the room set up you prefer (head table with chairs, theater style with rows, or classroom style with writing tables)

*Hotel will provide table for a/v equipment set up, literature/handout table, and table with water/glasses

VCCA Convention Program Proposal Form

D. A description of the program (100 words or less)

*This description will be used to explain the basic program you intend to present and will help us to understand the content so that we may avoid duplications when reviewing program proposals.

*Attach outline or other supporting information if appropriate to describe your program content.

E. An abstract (PR brief) of no more than two paragraphs including a statement at the end indicating "who should attend" your program.

*See 1989 Convention Guide Book as a sample

*This brief will be used in the VCCA preconvention newsletter to promote your program and to interest people in attending and will be printed in the convention book.

*The Convention Committee will not write, rewrite, or edit your abstract. Please be sure that it describes and appropriately reflects you, your program content, and your institution.

---

*Program proposals cannot be accepted after April 16 as time must be allowed to review each program, determine budget needs to fund each, and prepare copy for printing on early deadlines.

---

*If you have questions or need clarification on any item, please ask! Thank you for your support of the VCCA convention!

PLEASE RETURN THIS FORM AND ATTACHMENT SHEETS BY APRIL 16, 1990 TO:

Don Hayes, VCCA President Elect and 1990 Convention Chair
Northern Virginia Community College-Loudoun Campus
1000 Harry Flood Byrd Highway
Sterling, VA 22170

PHONE: (703) 450-2547 SCATS: 450-2547
FAX: (703) 450-2536 PROFS: NVHAYED

APPENDIX G

Preference List for VCCA Membership Services

The Association is planning to negotiate for various member services. We are interested in knowing what you would want! Please check the items below that appeal to you and write in those services that we may not have included. Your opinion is important in developing a member benefit package that meets your needs.

Please return this sheet with your Convention Evaluation Form or mail/fax it to Cheryl Creager at Tidewater Community College, Chesapeake Campus. Thank You!

☐ 1. Computer-buy discount program

(Tandy and IBM agreements are in place now. What other companies are you interested in having on this list?)

_____

_____

_____

_____

☐ 2. Legal services subscription program

(General services, not employee/employer related issues.)

☐ 3. Supplementary group insurance programs

- ☐ Disability income
- ☐ Health
- ☐ Dental
- ☐ Professional liability
- ☐ Other (please indicate type)

_____

_____

_____

☐ 4. Financial planning and investment services program

☐ 5 Visa/Mastercard that benefits VCCA when used at no cost to the card holder

☐ 6. Travel discount services

☐ 7. Auto club

(Continued on back)

☐ 8. Other desired member services (please list below)

_____

_____

_____

_____

Name: _____

College: _____ Campus: _____

	Interested? Yes	No
9. Job Bank/Information referral	___	___
10. Resume Services	___	___
11. Earn CEUs for VCCA convention programs	___	___
for VCCA Professional Development Grant programs	___	___

APPENDIX H

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

- Blue Ridge
- Central Virginia
- Dabney S. Lancaster
- Danville
- Eastern Shore
- Germanna
- J. Sargeant Reynolds
  - *Downtown*
  - *Parham Road*
  - *Western*
- John Tyler
- Lord Fairfax
- Mountain Empire
- New River
- Northern Virginia
  - *Alexandria*
  - *Annandale*
  - *Loudoun*
  - *Manassas*
  - *Woodbridge*
- Patrick Henry
- Paul D. Camp
- Piedmont Virginia
- Rappahannock
  - *Glenns*
  - *Warsaw*
- Southside Virginia
  - *Christanna*
  - *John H. Daniel*
- Southwest Virginia
- Thomas Nelson
- Tidewater
  - *Chesapeake*
  - *Portsmouth*
  - *Virginia Beach*
- Virginia Highlands
- Virginia Western
- Wytheville
- VCCS Offices

VCCA COMPUTER BUY DISCOUNT PROGRAM ANNOUNCED!

Students, faculty and staff who are VCCA members are invited to participate in a discount program to purchase a variety of personal computers, software, and supplies.

Your faculty/staff or student membership entitles you to access this VCCA member benefit. Only current VCCA members may participate in this discount program.

Discounts of 20% from Tandy and 40% from IBM have been negotiated by the VCCA Executive Committee. Currently we are negotiating with Apple to determine if they will join the list of vendors willing to extend VCCA member discounts. Other manufacturers are invited to submit proposals to participate.

Only VCCA members who are students or employees of the Virginia Community College System may participate. Each VCCA Contact has copies of the VCCA Computer Buy Discount Program application forms or phone/fax to Cheryl Creager for application forms.

If you are not a member of the VCCA, talk with your VCCA Contact and get a membership application. The VCCA membership year is July 1 through June 30.

For information on Tandy/Radio Shack or IBM product lists, contact:

T. J. Morgan, Educational Representative
Tandy/Radio Shack Computer Center
5731 Poplar Hall Drive, Norfolk, VA 23502
Phone: 804-461-0798 Fax: 804-466-7304

Doug Moore, IBM Representative
IBM Corporation
Branch Office MK2 9th Floor
1051 E. Carey Street
Richmond, VA 23219
Phone: 804-697-2260 Fax: 804-697-2492

Don't miss this excellent opportunity to purchase your first PC or to upgrade your current system at very substantial discounts through the VCCA!

Cheryl W. Creager VCCA President 1989-90
Tidewater Community College 1428 Cedar Road Chesapeake, Virginia 23320
Phone: (804) 547-8271 Fax: (804) 547-1702 Scats: 842-1217 Profs: tccreac

VIRGINIA COMMUNITY COLLEGES ASSOCIATION
COMPUTER BUY DISCOUNT PROGRAM

APPLICATION TO PURCHASE TANDY/RADIO SHACK COMPUTERS

Name of Purchaser: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: Home: ( ) _____ Work: ( ) _____

Name of Community College: _____ Campus: _____

Current Status: ___ Student ___ Faculty/Staff

Verification of Status: A & R signature to validate student status; Business Office signature to validate employee status. Verified by:

_____

Name of Tandy/Radio Shack Representative: _____

Store Address: _____

_____

Store Telephone: ( ) _____ Fax: ( ) _____

PURCHASER:

Please enclose your check, payable to the VCCA, in the amount of $30 to cover processing fee. To insure proper credit, note on your check "for Tandy PC." (If you are not currently a VCCA member, add $5 for faculty/staff or $1 for student dues and enclose a VCCA membership form. Membership forms are available from your VCCA College Contact.) Thank you!

By completing this application, you represent that (1) you are the end user and (2) the machines and/or programs are being acquired for your own use and not for the purpose of remarketing. However, in no event may you remarket the machine and/or programs ordered for a period of one year following the date of their receipt.

_____ Date: _____
Signature of Purchaser

DEALER: Mail original application with purchaser's check for processing fee to Dr. Cheryl W. Creager, VCCA President, Tidewater Community College, 1428 Cedar Road, Chesapeake, VA 23320 Phone: (804) 547-9271, x217 Fax: (804) 547-1702 RETAIN A COPY FOR YOUR FILE!

Accepted by: _____ Date: _____
VCCA Authorized Representative

PLEASE FILL OUT REVERSE SIDE OF FORM

RADIO SHACK ORDER AUTHORIZATION FORM
(FOR FACULTY, STAFF or STUDENT PURCHASE)

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

Radio Shack Authorization Number TC030069

NAME _____

SOCIAL SECURITY NUMBER _____

LOCAL ADDRESS _____

LOCAL TELEPHONE NUMBER _____

I certify that I am presently a (check one) _____Faculty, _____Staff, _____Student member at the INSTITUTION and I am entitled to a 20% price reduction off current published permanent retail price. I am authorized to purchase one CPU, along with related peripherals, accessories, and to acquire a license to software packages, under the terms of an Agreement between this INSTITUTION and RADIO SHACK. I certify that these products are for my personal use for academic improvement and will not be resold by me for a period of one year from the date the product is delivered.

Signature_____

Date_____

Verified as: Faculty _____ Staff _____ Student_____ I.D. Number_____

_____
INSTITUTION Authorized Signature

_____
Date

This ORDER AUTHORIZATION FORM valid at all RADIO SHACK STORES.

Attention **Radio Shack Computer Center Personnel:** Please be sure all information on this form has been completed. Sign below, enter the date and your unit number. Enter the sales transaction into your POS System, using the Radio Shack Authorization Number to validate the price reduction for the F-168 portion. Attach this form to a copy of the sales receipt and file this detail for Accounting and Loss Prevention purposes.

Attention **Radio Shack Consumer Store Personnel:** Please be sure all information on this form has been completed. Sign below, enter the date and your unit number. Attach this form and a copy of the sales receipt to a Form F-168 and mail to your Accounting Department in Fort Worth. Accounting will not accept an F-168 that arrives 30 days or more after the date of sale.

_____ _____ _____
Manager's Signature Unit Number Date

EXPIRES 10/01/90 No. 03331

PLEASE FILL OUT REVERSE SIDE OF FORM

VIRGINIA COMMUNITY COLLEGES ASSOCIATION
COMPUTER BUY DISCOUNT PROGRAM

APPLICATION TO PURCHASE IBM PS/2 COMPUTERS UNDER THE IBM EPC PROGRAM

Name of Purchaser: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: Home: ( ) _____ Work: ( ) _____

Name of Community College: _____ Campus: _____

Current Status: ___ Student ___ Faculty/Staff

Verification of Status: A & R signature to validate student status; Business Office signature to validate employee status. Verified by:

_____

Name of Certified IBM Education Dealer: _____

Dealer's Address: _____

_____

Dealer's Telephone: ( ) _____ Fax: ( ) _____

PURCHASER:

Please enclose your check, payable to the VCCA, in the amount of $30 to cover processing fee. To insure proper credit, note on your check "for IBM PC." (If you are not currently a VCCA member, add $5 for faculty/staff or $1 for student dues and enclose a VCCA membership form. Membership forms are available from your VCCA College Contact.) Thank you!

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_____ Date: _____
Signature of Purchaser

DEALER: Mail original application with purchaser's check for processing fee to Dr. Cheryl W. Creager, VCCA President, Tidewater Community College, 1428 Cedar Road, Chesapeake, VA 23320 Phone: (804) 547-9271, x217 Fax: (804) 547-1702 RETAIN A COPY FOR YOUR FILE!

Accepted by: _____ Date: _____
VCCA Authorized Representative

ERIC Clearinghouse for Junior Colleges APR 12 1990